

PROJECT METADATA

1. Project Name
Weston Turville, Church Walk, St Mary the Virgin
2. Introduction
John Moore Heritage Services carried out an archaeological investigation at St Mary the Virgin, Weston Turville, Buckinghamshire (NGR SP 85919 10276) during groundwork for a new single storey extension to the church. A total of 26 skeletons were recorded in the building footprint area, with two additional possible burials identified in section in the eastern soakaway. All of the identified skeletons were found within earth cut graves; however, the cuts of the graves were rarely visible, due to the nature of the graveyard soils. The date range of the burials is uncertain, although the presence of coffins indicates a post-medieval date for at least 11 of the burials, as inhumation within a coffin became popular in the early 18th century
3. Overview
The archive comprises a number of inter-related documents generated during fieldwork and post-excavation phases of the project. The documents include primary context records and drawings and GPS data. The Documentary Archive is deposited with the Buckinghamshire County Museum.
The Digital Archive comprises a selection of the digital files generated during the fieldwork and post-excavation phases of the project. Files include digitised primary records, reports, digitised drawings and illustrations, digital photographs, finds records, GIS files.
4. Interface Images
None
5. Languages
English
6. Identifiers
Site code: WTSMTV 20 JMHS project no: 4237 OASIS ID: johnmoor1-412472 ADS ID: 20006680 Accession No.: AYBCM: 2020.39 SMR ID: 1118358 LSB ID: 42894
7. Related Resources
Associated Publications: None Associated Collections: None
8. Project Dates
Fieldwork: 15/09/2020-07/12/2020 Report: 16/02/2021 Archive: 25-31/03/2020
9. Project Funders
Organisation Name: PCC of St Mary the Virgin Church, Weston Turville Address: St Mary the Virgin Church Walk, off Church Lane, off Worlds End Lane, Weston Turville Buckinghamshire, HP22 5SH
10. Copyright Holder
John Moore Heritage Services Pasture Farmhouse, Boarstall, Aylesbury HP18 9UR admin@jmheritageservices.co.uk
11. Licence Holder
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12. Data Creators		
Report Editor: John Moore John Moore Heritage Services Pasture Farmhouse, Boarstall, Aylesbury HP18 9UR jm@jmheritageservices.co.uk Report Writer: Simona Denis John Moore Heritage Services Pasture Farmhouse, Boarstall, Aylesbury HP18 9UR admin@jmheritageservices.co.uk Illustrator: Scott Gordon John Moore Heritage Services Pasture Farmhouse, Boarstall, Aylesbury HP18 9UR team@jmheritageservices.co.uk Illustrator: Grace Griffith John Moore Heritage Services Pasture Farmhouse, Boarstall, Aylesbury HP18 9UR team@jmheritageservices.co.uk Archivist: Simona Denis John Moore Heritage Services Pasture Farmhouse, Boarstall, Aylesbury HP18 9UR admin@jmheritageservices.co.uk		
13. Subject Keywords		
Deposits Huma remains Coffin fitting Pin Porch		
14. Dates/Period		
Period: Medieval, Post-Medieval Date Range: 1066-1901		
15. Site Location		
Buckinghamshire, Vale of Aylesbury, Weston Turville, Church of St Mary the Virgin Grid Reference: SP 85919 10276 Latitude: 51.784558, Longitude: -0.75584534		
16. Data Types		
Data Types	No. of Files	Metadata Completed
Documents	3	Y
Spreadsheets	1	Y
Raster Images	34	Y
Geographical Information Systems	3	Y
Vector Images	2	Y

**WESTON TURVILLE
CHURCH WALK
ST MARY THE VIRGIN**

ARCHAEOLOGICAL INVESTIGATION

DATA MANAGEMENT PLAN

MARCH 2021

Document Information	
Title	Data Management Plan
Author	Simona Denis
Description	This document describes the type of data that will be acquired and/or generated during the archaeological project, the way the data will be managed and stored, and the mechanisms to preserve and share the data.

Document History				
Version	Status	Date	Author	Changes from the previous version
1.0	Draft	16/05/2019	Simona Denis	Not applicable
2.0	Final Template	17/05/2019	Simona Denis	Minor edits
3.0	Final	14/01/2020	Simona Denis	File migration
4.0	Final	19/08/2020	Simona Denis	File migration
5.0	Final	03/09/2020	Simona Denis	Minor edits to created data table
6.0	Final	24/02/2021	Simona Denis	Minor edits to backup location
7.0	Final	25/03/2021	Simona Denis	Edits to metadata
8.0	Final	29/03/2021	Simona Denis	Project-specific edits

Document Control Grid					
Revision	Status	Date	Author	Checked by	Reason for revision
1.1	Draft	17/05/2019	Sarah Doherty	Simona Denis	Minor edits
3.1	Draft	16/01/2020	Simona Denis		Minor edits
3.2	Draft	14/08/2020	Simona Denis		GPS metadata section edits
3.3	Draft	18/08/2020	Simona Denis		Minor edits
6.1	Draft	25/03/2021	Simona Denis		Formatting

Section 1 – Administrative Data	
Data Set ID	
Site code: WTSMTV 20 JMHS project no: 4237 OASIS ID: johnmoor1-412472 ADS ID: 20006680 Accession No.: AYBCM: 2020.39	
Project Name	
Weston Turville, Church Walk, St Mary the Virgin	
Data Set Description	
Nature of project: Archaeological Investigation Aims of investigation: to adequately investigate and record any archaeological remains paying particular attention to identifying any earlier church material and/or any earlier Roman activity. This will include dealing with any articulated human remains. Investigation techniques: archaeological monitoring of any ground reduction within the footprint of the new extension. Following stripping of overburden, in spits if necessary, priority will be given to the cleaning of features as required to produce a pre-excavation site plan. The stripped surface(s) will be kept clean and free of loose spoil. All sampling of archaeological features will be by hand. Any deposits relating to funerary/ritual activity (e.g., burials, cremations) and domestic/industrial activity (post-holes, hearths, floor surfaces/floor make-up deposits) will be investigated by removing a 100% sample of the deposit from each feature. Purpose: erection of a single storey extension to the church to provide meeting room, toilets and store.	
Project Funder	
PCC of St Mary the Virgin Church, Weston Turville	
Project Manager	
John Moore (Director), John Moore Heritage Services	
Principal Investigator	
Simona Denis (Project Manager), John Moore Heritage Services	
Data Contact Person	
Simona Denis (Head of Archive), John Moore Heritage Services	
Data Management Policies and Guidance	
• Archaeology Data Service, 2015 <i>Guidelines for Depositors</i> • Australian National Data Service, 2017 <i>ANDS Guide. Data Management Plans</i> • Buckinghamshire County Museum 2013 <i>Procedures for Notifying and Transferring Archaeological Archives</i> • Chartered Institute for Archaeologists, Historic England 2019 <i>Toolkit for Selecting Archaeological Archives</i> • Digital Curation Centre, 2013 <i>Checklist for Data Management Plan v.4.0</i> Edinburgh • Digital Preservation Coalition 2015 <i>Digital Preservation Handbook</i>, 2nd Edition. Technical Solutions and Tools • Duranti, L., Suderman, J. and Todd, M., 2005 <i>A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records</i>. The InterPARES 2 Project • Foster, M. 2019 <i>Work digital/think archive. A guide to managing digital data generated from archaeological investigations</i>. DigVentures • International Standards Organization (2003) standards: <i>Reference Model (ISO 14721:2003)</i> • John Moore Heritage Services, 2019 <i>POL0006: Quality Control Policy Statement</i> • John Moore Heritage Services, 2019 <i>POL0010: Digital Archives Preservation Policy Statement</i>	

- John Moore Heritage Services, 2019 *POL0014: Data Protection Policy Statement*
- John Moore Heritage Services, 2019 *Archive Guidelines*
- The National Archives, 2011 *Digital Preservation Policies: Guidance for archives*
- Thomas, S. 2009 *A Guide to Archival and Related Standards*. Society of Archivists Data Standard Group
- Whyte, A., Wilson, A. 2010, *How to Appraise and Select Research Data for Curation*. DCC How-to Guides. Edinburgh: Digital Curation Centre

Section 2 – Data Collection

Assessment of Existing Data

Existing quantitative and qualitative data provided by third parties as well as non-proprietary data will be accessed/re-used/re-evaluated and the generated information will supplement the data collected during the project. Selected generated data will be incorporated in the final report text included in the project archive.

Created Data

This table summarises the data types, formats and estimated archive volume for this project.

File Type	File Format	Data Archive Estimated Volume
Text	.odt	None
	.docx	None
	.doc	None
	.pdf/a	3 files, 52,919,151 bytes
Spreadsheet	.xlsx	1 file, 15,652,163 bytes
	.ods	None
Raster Image	.jpg	34 files, 136,550,055 bytes
	.tiff	None
Vector Graphic	.dxf	2 file, 30,038,684 bytes
Geospatial Vector Data	shp/.shx/.dbf	3 files, 383,809 bytes

Data Collection Standards and Methodologies

- Analogue data sets

Acquisition standards are defined against the following, and will be updated as required:

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

Chartered Institute for Archaeologists 2014, *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials*

English Heritage 2011, *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation*. 2nd Edition

English Heritage 2015, *Digital Image Capture and File Storage*

John Moore Heritage Services 2019, *Field Manual*

Museum of London Archaeology Service 1994, *Archaeological Site Manual*. Third Edition

- Digitised data sets

Acquisition standards are defined against the following, and will be updated as required:

The National Archives, 2016 *Digitisation at The National Archives*

Thomas, S. 2009 *A Guide to Archival and Related Standards*. Society of Archivists Data Standard Group

- Born-Digital data sets

Creation standards are defined against the following, and will be updated as required:

Archaeological Data Services, 2011 *Guides to Good Practice*

English Heritage, 2015 *Digital Image Capture and File Storage. Guidelines for Best Practice*

Where appropriate, external specialists will be required to include data standards and metadata with individual reports.

Data Storage and File Naming System

- The working project archive will be stored in a dedicated project folder in the 'Projects' partition of the company's server
- All files will be renamed following the company's file naming format, based on ADS standard and including version control, as laid out in JMHS' *Archive Guidelines*
- All files included in the working project archive will include
 - Company's project identifier
 - Repository accession number
 - Site code
 - File descriptor
 - Version number

All files will be organised following the company's project folder structure laid out in JMHS' *Archive Guidelines*

Quality Control

- All mechanical and electronic equipment used in the collection of data are calibrated prior to use and are periodically checked
- All collected data will be checked during project delivery

Section 3 – Documentation and Metadata

Data Documentation

Data documentation will be compliant with the WSI, Buckinghamshire County Museum and Archaeology Data Service requirements and will be provided via

- Collection-level metadata providing a detailed overview of the collection
- File-level metadata providing details of each data group and individual files

All data included in the project archive will be migrated to

- widely supported open international standards
- most recent format version

Metadata

All metadata will be created in compliance with relevant ADS standards, and will specify for all file types:

- File name
- File format
- Language
- Creation/conversion software and version
- In addition, metadata for document files will indicate:
 - Title
 - Abstract
 - Name of the creator(s)
 - Page count
 - Publishing details
- In addition, metadata for spreadsheet files will indicate:
 - Title
 - Description
 - Name of the creator(s)
 - Copyright holder
 - Date of creation
 - Worksheet name
 - Worksheet purpose
 - Number of rows in each worksheet

- o Field name
 - o Description of field contents
- In addition, metadata for raster image files will indicate:
 - o Caption
 - o Subject keywords
 - o Period
 - o Name of the creator
 - o Copyright holder
 - o Location
 - o Date of the capture of the image
- In addition, metadata for vector graphic files will indicate:
 - o Caption
 - o Description
 - o Name of the illustrator
 - o Copyright holder
 - o Period of creation
 - o Location
 - o Conventions used in the illustration
 - o Location
- In addition, metadata for geospatial vector data files will indicate:
 - o Type of element captured
 - o Type of features and/or contexts represented
 - o Purpose of data collection
 - o Data source and type
 - o Data accuracy level
 - o Coordinate system used
 - o Method of capture
 - o Name of surveyor

Section 4 – Ethics and Intellectual Property

Legal and Regulatory Framework

The following acts and directives will be taken into consideration:

- Copyright, Designs and Patents Act 1988
- General Data Protection Regulation (GDPR) 2018
- EU Copyright Directive 2001
- Data Protection Act 1998
- Current best practice

Personal Data

Personal data will be collected in the form of:

- Donor(s)
 - o Name
 - o Address
- Project Team Members
 - o Name
- External Specialist(s)
 - o Name

Personal Data Management

Management of personal data will be carried out in compliance with John Moore Heritage Services' Data Protection Policy Statement.

- Written consent to process and share with the repository personal data will be secured for the use specified below:

- o Donor(s): Names and addresses will be included in the transfer of ownership documentation - o Project Team Members: Names will be included in the project archive - o External Specialist(s): Names will be included in the project archive and in the licence of copyright documentation • Files containing personal data will be: - o Password-protected - o Securely stored on a server partition with restricted access - o Kept only as long as necessary for the relevant, valid purposes
Intellectual Property Rights (IPR)
• Copyright Holder: John Moore Heritage Services will be the copyright holder of any collected and created data included in the project archive in all forms of records and media • Permission to Reuse Third-Party Data: formal consent to include, reuse and share data generated by external specialists will be secured • Licence of Copyright: John Moore Heritage Services will grant to the Buckinghamshire County Museum and Archaeology Data Service perpetual and royalty-free licence throughout the world to: - o reproduce all or any part of the project archive for the purposes of research, study, conservation or publicity relating to the Buckinghamshire County Museum and Archaeology Data Service - o display copies of all or part of the project archive in any medium - o publish any part of the project archive in any form or medium - o permit third parties to do any of the above

Section 5 – Storage and Backup

Storage System Details

- Long-term preservation of electronic records is ensured by storage on magnetic media on a Synology NAS server device with a storage capacity of 5.4TB
- The device is part of a network based on the client-server model with servers situated in separate geographical locations (JMHS's main office in Wheatley and the Director's office in Launton, Bicester)
- The system is managed via Lightweight Directory Access Protocol (LDAP)
- The system is set as a Redundant Array of Independent Disks (RAID) and failover

Security Copies

- Back-up of raw digital data generated during fieldwork is provided by secure remote access to the company's server. Where internet access for data backup is not available, a security copy of the raw data will be transferred onto a portable device
- Digital copies of the primary records will be made at the earliest opportunity and stored on the company's server
- Security copies of all archive records and born-digital files will be made in digital format and stored on the company's server

Data Storage and Access

Data storage

- Main and secondary servers are set up to constantly synchronise, effectively creating two copies of each file at any time
- Two additional copies of all files are created via backups:
 - o The main server backs up to the Synology C2 Cloud Backup Server daily, starting at 17:30
 - o The secondary server backs up to a local drive daily, starting at 17:30
- Versioning of files and backups is available for 30 days

- Multiple recovery methods are used, depending on the nature of the failure Data access - The company's server is accessible through a secure log-in by authorised staff on and off-site, via any web browser - Secure access to the server is granted by a two-factor authentication method. Access to server's partitions containing sensitive data is restricted to authorised users through role-based access control
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Section 6 – Selection and Preservation

Appraisal and Selection of Data

All data generated by all stages of the project will be stored on the company's server. An appraisal of the digital data will be carried out prior to the completion of the project, in order to select data for long-term curation.

The assessment of each dataset's value will be carried out by the Post-Excavation Project Team and will be based on the following criteria:

- Relevance
- Scientific/Historic value
- Uniqueness
- Non-Replicability
- Potential for redistribution

The selection of data will be agreed with all relevant stakeholders (Project Team Members, Repository, Local Authority, External Specialists, and Landowner).

Data Reuse

The project results are likely to provide new research data regarding the Medieval and Post-Medieval occupation in the Weston Turville area.

The results might be:

- included in the Historic Environment Record
- reused to conduct new studies
- used to validate research findings
- used to aid the future management of the archaeological site

Selection Review Points

Selection Strategy and Data Management Plan will be revised in consultation with the relevant stakeholders and updated at the following stages:

- Project Design
- Post-Excavation Assessment
- Project Reporting

Prior to the transfer, the Selection Strategy and Data Management Plan will be finalised in agreement with all stakeholders.

Selected Data Preparation

Selected data will be normalised and organised in standardised folders, to guarantee consistency and retrievability, and to prevent data loss.

Normalisation will include:

- Format migration to widely supported open international standards
- Version migration to most recent format version
- File naming normalisation to ADS standards
- Organisation in the predefined file structure

Metadata compliant with ADS standards will be generated for all selected data.

Long-Term Preservation of Selected Data

Selected data will be transferred to the appropriate repository:

- Physical archive: documentary and material project archives will be transferred to the Buckinghamshire County Museum. The documentary archive will include hard copies of all the digital-born data selected for long-term curation - Digital data: selected data will be prepared for long-term curation and transferred to the CoreTrustSeal certified Archaeology Data Service Contact was made with the repository regarding the deposition of the project archive.
Long-Term Preservation of Deselected Data
- Long-term preservation of electronic records will be ensured by storage on magnetic media on a server device. The device is part of a network based on the client-server model, available online and securely accessible remotely via any web browser. - The digital archives preservation strategy ensures that two copies of all born-digital items as well as digital surrogates of primary records are made available on two different server devices (server and backup) situated in separate locations (JMHS's main office in Wheatley and the Director's office in Launton).

Section 7 – Data Sharing

Data Accessibility

Final Results will be made available within 12 months from the completion of fieldwork

- Project final results for all types of recording actions will be made publicly available in digital format via the OASIS Index of Archaeological Investigations
- Complete final reports for recording actions yielding notable results will be made available in digital format via the company's website
- Summaries will be made publicly available via submission to relevant local, regional or period journals, to be included in the 'round-up' sections. Where significant discoveries are made, notes will also be sent to national journals

Primary and Digital Data will be made available after the completion of the documentation process

- All selected data will be made available upon direct request for reuse, re-analysis, re-interpretation, and re-publication by secondary researchers

Intellectual Property

- John Moore Heritage Services will hold the copyright of any collected and created data included in the project archive in all forms of records and media
- Digital elements of the project archive disseminated via ADS will be licenced under a creative commons licence
- A data sharing agreement will regulate the access and use of data by secondary researchers as appropriate

Long-Term Access

Long-term access to data will be granted via deposition with Buckinghamshire County Museum and Archaeology Data Service

Section 8 – Responsibilities and Resources

Responsibilities

Roles and responsibilities will be as follows:

- Project Team Members (Fieldwork): Collection and storage of analogue data sets
- Project Team Members (Post-Excavation): Storage and backup of analogue data sets, creation of digitised and born-digital data sets, data quality, data archiving and metadata production for all data sets
- Fieldwork Manager (Gavin Davis): Implementation, review and revision of the Data Management Plan (DMP), supervision of collection, production, storage, backup and management of all data sets
- External company (Oxford Mac Solutions Ltd): Data storage and backup management

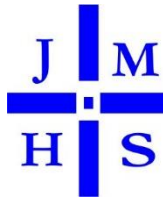
- Head of Archive (Simona Denis): Implementation of relevant policies, implementation, review and revision of the DMP, management of data selection, archiving and metadata production for all data sets, data sharing, project archive transfer

Resources

Resources required to prepare selected data and implement the DMP were to be covered by standard John Moore Heritage Services resources and project budget.

Repository charges were estimated using the Buckinghamshire County Museum charges list and included in the project budget.

Digital Repository charges were estimated using the ADS Costing Calculator and included in the project budget.



JOHN MOORE HERITAGE SERVICES

**19/03452/APP – ST MARY THE VIRGIN,
CHURCH WALK, WESTON TURVILLE,
BUCKINGHAMSHIRE HP22 5SH**

**ARCHAEOLOGICAL INVESTIGATION
(ADVANCING UNDERSTANDING AND PROVIDING PUBLIC
BENEFIT)**

WRITTEN SCHEME OF INVESTIGATION

**Project No. 4237
Site code: WTSMTV 20**

FEBRUARY 2020



1 Introduction

- 1.1 Planning permission has been granted by Aylesbury Vale District Council for a single storey extension to the church to provide meeting room, toilets and store (19/03452/APP). A Faculty for the work has also been granted by the Consistory Court of the Diocese of Oxford. The advice note from the Buckinghamshire County Council Senior Archaeology Officer recommended that an archaeological excavation of the footprint should be undertaken to development impact level. Conditions relating to archaeology and human remains have been attached to both:

Planning permission

5 No development shall take place until the applicant, or their agents or successors in title, have secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Local Planning Authority. The development shall only be implemented in accordance with the approved scheme.

5 Reason: To record or safeguard any archaeological evidence that may be present at the site and to comply with the National Planning Policy Framework.

Faculty

- 1. If any articulated human remains are discovered, they are not to be removed or otherwise disturbed, all work in the immediate area of the remains must cease forthwith and the applicants must apply to the Court for directions.*
 - 2. If any disarticulated human remains are discovered, they must be reverently reburied in the churchyard as soon as reasonably practicable.*
 - 3. No artefact or ecofact is to be removed from the church or churchyard without further Order of the Court or an order of the Archdeacon under Section 21 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.*
- 1.2 The proposed extension is on the south side of the church which is situated south of the village at the end of Church Walk (NGR SP85919 10276) (Figs. 1 & 2). Geologically the site is situated in an area of Gault Formation and Upper Greensand Formation (undifferentiated) – Mudstone, Siltstone and Sandstone. The church lies at approximately 100m aOD.
- 1.3 A search of the Buckinghamshire Historic Environment Record has been carried out with a search radius of 500m from the site. The results are presented below.
- ### Mesolithic
- 1.4 A Mesolithic flint blade was found during housing development 300m northwest of the site (MBC13499: centred SP 8562 1039).
- ### Iron Age
- 1.5 A fragment of quern stone was found during ditch digging approximately 150m southwest of the site (MBC3212: SP 85800 10200).
- ### Roman
- 1.6 A sherd of Roman flue tile and several degraded sherds of pottery were found in the grounds of The Manor House, immediately north of the site (MBC3219: SP 85900 10300).

- 1.7 A Roman cremation was found by a labourer in the garden of the rectory in the 19th century 245m northwest of the site (MBC518: SP 85770 10502). The cremation was deposited within an amphora (MBC519) and was buried an extensive range of grave goods, including Samian Ware pottery, metalwork, glass bottles, bone pins, a mirror, a casket, glass beads and a pair of degraded hobnail boots (MBC520, 521, 523, 524, 525, 25205, 25206). The grave goods dated the burial to the mid-2nd century AD.
- 1.8 Excavation during construction 310m north resulted in the recovery of an assemblage of late Iron Age and Roman pottery including Samian and Gallo-Belgic Ware (MBC7115: SP 8588 1060).

Early medieval

- 1.9 A Saxon strap-end was found in the garden of 2, The Glebe, 250m west (MBC29818: SP 85 10); immediately west of this a range of early medieval pottery has been found during cultivation within an area of allotments (MBC10983: centred SP 8564 1025).

Medieval

- 1.10 The village of Weston Turville was recorded in the Domesday Book, indicating that the settlement was well established by the 11th century (MBC24695: SP 85707 10408). Possible medieval house platforms, surviving as earthworks, are located in a field c.100m west of the site (MBC11043: centred SP 8580 1024).
- 1.11 The remains of a motte and bailey castle are located between 50 and 200m north of the site within the grounds of the manor house (MBC3202: centred SP 8592 1040); the site, which survives as earthworks, is a scheduled monument (List no. 1006937). The castle was established in the 11th century though was partly demolished between 1173 and 1174. The motte survives as a mound approximately 8.5m in height; a ditch surrounds the eastern side of the mound, surviving to a depth of 2.4m. Two baileys extend from the motte to the east and south, both enclosed by ditches; these have been degraded by later development though survive to some extent (MBC3203: centred SP 8592 1040). Excavation at the castle ditch resulted in the discovery of Romanesque masonry, indicating that a stone building was present on the site (MBC3204: centred SP 8592 1040). Sherds of medieval pottery and waterlogged wood shavings were also found during excavations of the castle ditch (MBC3205: centred SP 8592 1040) and chance finds of medieval pottery have also been made within the area (MBC3219: SP 85900 10300).
- 1.12 The church of St Mary, the site, dates to the 12th century although very little fabric of this date survives (MBC11080: SP 85924 10289). The bulk of the church, including the chancel, nave and south aisle, dates to the 13th century; the chancel was rebuilt in the mid-14th century. Further alterations were made in the 15th century, including construction of the west tower and clerestory and alteration of the north aisle, north and south porch and north vestry. In the 19th century the church was restored by D. Brandon, which saw the rebuilding of the chancel on earlier foundations. The church is grade I listed.
- 1.13 The site of a rectory of probable 14th century origin is located 240m north-northwest of the site (MBC10741: SP 8578 1047); the rectory was initially a hall house, though floors had been added at a later date. The building was demolished in the 19th century.
- 1.14 Located north of the church near the former castle is the site of a fortified medieval manor house (MBC3206: centred SP 8592 1040); the manor house was the seat of the

De Molyns family and is known through documentary records of a licence to add crenellations to the house, granted in the 14th century.

- 1.15 Areas of extant ridge and furrow are located c.200m south of the site (centred SP 85866 09946); 220m northeast (centred SP 86009 10497) and 400m west (centred SP 85471 10232).
- 1.16 Chance finds of medieval material from the surrounding area include: Medieval pottery found 130m southwest of the site (MBC11044: centred SP 8580 1024); pottery sherds found 320m west-northwest during housing development (MBC13498: centred SP 8562 1039); pottery found during construction work 330m northwest (MBC7921: centred SP 8572 1055) and a bell-shaped metal seal, found 470m west-northwest (MBC14843: SP 8547 1044)

Post-medieval

- 1.17 The timber lychgate to the churchyard of St Marys dates to the 18th century and is grade II listed (MBC11081: SP 85904 10296).
- 1.18 The former medieval manor house was replaced in the 18th century with a new building, located 120m north-northwest of the site (MBC3207: SP 85885 10406).
- 1.19 A small rectangular earthwork enclosure is located 360m east of the site (MBC4804: centred SP 8629 1035). The enclosure has been interpreted as a post-medieval covert for game and is linked by two trackways (MBC4805: centred SP 8627 1036)
- 1.20 A sherd of post-medieval was found during gardening 300m northwest of the site (MBC29816: SP 85 10).

2 Aims of the Investigation

- To undertake an archaeological investigation prior to and during invasive groundworks for the proposals.
- In particular to adequately investigate and record any archaeological remains paying particular attention to identifying any earlier church material and/or any earlier Roman activity. This will include dealing with any articulated human remains.
- Producing an appropriate report on the results that will be available to all interested parties.

3 Strategy

- 3.1 In order that the investigation supplies information of the required quality the Standards and Guidance issued by the Chartered Institute for Archaeologists (CIfA) will be adhered to.
- 3.2 The footprint of the new extension will be reduced by c. 1000mm down to the proposed underside of the blinding below the raft. Stripping will be carried out using a wide, toothless bucket. This may have to be undertaken in spits depending on the presence of burials and archaeological remains. Machinery may be required to work back from one or several fronts, but will not track over the surface exposed. All this will be under close archaeological supervision.

- 3.3 A site grid will be established using an EDM, theodolite or GPS device, and this will be tied into the national grid, at the outset of the project.
- 3.4 Following stripping of overburden, in spits if necessary, priority will be given to the cleaning of features as required to produce a pre-excavation site plan. The stripped surface(s) will be kept clean and free of loose spoil.
- 3.5 Areas containing particularly significant or sensitive archaeological remains should be protected, i.e. not left open to the weather.
- 3.6 Data-capture for site plans will be by electronic distance measurement, measured Survey, GPS device or a combination of these measures; data-capture for site plans will as standard be capable of reproduction at a scale of 1:50; more complex features or areas of complex archaeological remains will be recorded at greater resolution (for reproduction at 1:10, or 1:20 as necessary). The site grid will be established relative to the Ordnance Survey National Grid and all levels taken will be relative to Ordnance Datum.
- 3.7 The initial site survey plan(s) will be supplied to the County Archaeological Services and a site meeting(s) will be held with the County Planning Archaeologist to agree that the sampling proposed is still proportionate and acceptable.
- 3.8 The archaeological team will be structured to ensure that the hand-cleaning and planning operations run in close sequence. The initial site plan(s) will be updated as new features become apparent.
- 3.9 All sampling of archaeological features will be by hand unless otherwise agreed in advance by the local planning authority's archaeological advisor following on-site discussion.
- 3.10 The excavation strategy will be justified against the stated aims and objectives of the project and/or any other appropriate criteria. The site will be excavated stratigraphically. The various types of features and deposits revealed following the removal of non-significant overburden will be subject to the following sampling levels:
 - 3.10.1 Any deposits relating to funerary/ritual activity (e.g., burials, cremations) and domestic/industrial activity (post-holes, hearths, floor surfaces/floor make-up deposits) will be investigated by removing a 100% sample of the deposit from each feature. Where appropriate, for instance where the stratigraphy is complex, single context planning will be used.
 - 3.10.2 Non-structural pits will require a minimum of a 50% sample of the deposits from each feature unless the character, number or size of the pits makes this impractical. For instance, if a pit contains several intersections and re-cuts, it would not always be appropriate to half-section it. In this situation, the JMHS will consider 'quadranting' or single context planning. The strategy will need to be agreed with the Local Planning Authorities archaeological advisor. A 100% sample may be necessary should significant assemblages of finds be present;
 - 3.10.3 Non-structural post and stake-holes will require a minimum of 50% sample of the deposits from each feature to sufficiently clarify character, relationships and chronology.

- 3.10.4 Non-structural linear cut features (e.g., ditches/gullies, paths/tracks) will require a minimum of a 10% sample or 10 metres, whichever is greater, of the deposits from each feature to clarify character, date and morphology. Intersections will be excavated and recorded to establish relative chronologies. Other minor linear features will also be sample excavated if appropriate to the understanding the site's character, date and morphology.
- 3.10.5 There may be cases when individual features do not merit these sampling levels. Any sampling variations would need to be approved in advance by the local planning authority's archaeological advisor following on-site discussion.
- 3.11 The site records will be so organised as to be compatible with other archaeological records produced in Buckinghamshire. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised databases.
- 3.12 All site recording will be carried out in accordance with Appendix 1, 1.12-1.22.
- 3.13 Any human remains will be left *in situ*, covered and protected. Where removal is necessary, it will only take place under an Order from the Diocesan Court
- 3.14 Where removal of human remains is necessary, the remains will be cleaned with minimal disturbance, prior to recording and removal. Investigation and excavation of human remains will be undertaken by, or under supervision of, suitably experienced specialist staff and in accordance with CIfA Guidelines ("Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains" Roberts, C & McKinley, J 1993 IFA Technical Paper 13; "Guidelines to the standards for recording human remains" ed. Brickley, M & McKinley, J 2004 – IFA Paper 7; "Updated Guidelines to the Standards for Recording Human Remains" ed. Mitchell, P. D & Brickley, M undated). Assessment of excavated human remains will be undertaken in line with current English Heritage Guidelines ("Human Bones from archaeological sites: Guidelines for the production of assessment documents and analytical reports" Centre for Archaeology Guidelines 2004).
- 3.15 The excavation of any exposed inhumations, cremations and any other ritual, or possible ritual features or deposits, will be given priority in the excavation programme in order to limit the chances of deterioration of the feature and vandalism.
- 3.16 In order to establish clearly dated stratigraphic sequences, artefacts will be recovered carefully from feature intersections. Where artefact assemblages are concentrated, the percentage of sampling will be increased to ensure maximum retrieval and recording of this material. Artefacts or ecofacts will only be removed from site under a further Order of the Court or an order of the Archdeacon under Section 21 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.
- 3.17 Hand-recovery of artefacts will be supplemented by appropriate environmental sampling. This sampling will not normally be from feature intersections.
- 3.18 The sampling excavation strategy set out above will be reviewed continuously and, if necessary, amended in order to take account of changing circumstances. Any changes

or amendments will be agreed with the local planning authority's archaeological advisor.

- 3.19 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 40 litres will be collected. Bulk samples of at least 40 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 3.20 Treatment of treasure - Finds, discovered by the JMHS, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and the local planning authority's archaeological advisor. A Treasure receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.21 Other groundworks connected with the development will be monitored by an archaeologist and any articulated human remains will be dealt with above. Any archaeological remains will be investigated and recorded as above where possible.
- 3.22 Other general methodologies for the work will be in accordance with Annex 1.
- 3.23 All site recording will be carried out in accordance with Appendix 1, 1.12-1.22.
- 3.24 An experienced Archaeological Project Officer will direct the site work. An appropriate number of archaeologists will assist as required. The work would be under the overall direction of J Moore MCIfA.

4 Report and Archive Preparation

- 4.1 A summary report will be completed within one week of the end of on-site work. The report will be submitted to BCAS along with a paper copy and a pdf to the Buckinghamshire Historic Environment Record. A copy will be sent also to the DAC Archaeological Advisor.
- 4.2 On completion of the on-site works the site archive will be compiled. This will contain all the data collected during the on-site work, including records and finds. It will be quantified, ordered, indexed and made internally consistent.
- 4.3 All retained finds after cleaning, conserving, marking and packaging will be assessed and recorded using *pro forma* recording sheets. Initial artefact dating will be integrated with the site matrix.
- 4.4 All retained environmental samples will be processed and assessed by experienced and qualified staff and recorded using *pro forma* recording sheets.

- 4.5 Relevant specialists (See Appendix 3) will be contracted to undertake any necessary post-excavation analysis.
- 4.6 The site archive will be assembled in accordance with the guidelines set out in Historic England's (2015) Management of Research Projects in the Historic Environment as well as in accordance with the guidelines published in Guidelines for the preparation of Excavation Archives for Long-term Storage (United Kingdom Institute for Conservation, 1990), the Chartered Institute for Archaeologists (CIfA 2014b), and the standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission, 1994). In addition to the items referred to in section 4.2 the archive will also contain:
- Site matrices
 - A summary report synthesising the context records
 - A summary of artefact records
 - A summary of the environmental record
- 4.7 Security copies of the paper record of the archive will be made digitally.
- 4.8 Following the above a draft report will be prepared. This will take account of the minimum requirements of MoRPHE (Historic England 2015). On acceptance of the draft report by BCAS a final copy of the report will be issued to BCAS, the Buckinghamshire Historic Environment Record and Aylesbury Vale District Council. A copy will be sent also the DAC Archaeological Advisor.
- 4.8 A summary report (including illustrations where appropriate) will be sent to the editors of *South Midlands Archaeology* and the *Records of Buckinghamshire* not later than three months after the end of the calendar year in which the work is undertaken. If the results merit it a full report would be submitted to *Records of Buckinghamshire* for publication.
- 4.9 An entry will be completed for the online OASIS project.
- 4.10 The records and artefacts will be deposited with the Buckinghamshire County Museum Service after all archaeological work relating to the site has been completed. This has been applied for.

5 General

- 5.1 The project will be conducted in accordance with procedures laid out in MoRPHE (Historic England 2015).
- 5.2 All work will conform to CIfA standards (CIfA 2014a, 2014b).
- 5.3 Appendix 2 is relevant.

6 Bibliography

Chartered Institute for Archaeologists. 2014a *Standard and Guidance for Archaeological Watching Brief*.

Chartered Institute for Archaeologists. 2014b *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*

Historic England, 2001 *Centre for Archaeology Guidelines Archaeometallurgy*

Historic England, 2004 *Human Bones from archaeological sites: Guidelines for the production of assessment documents and analytical reports*. Centre for Archaeology Guidelines

Historic England, 2006b *Science for Historic Industries: Guidelines for the investigation of 17th- to 19th century industries*

Historic England, 2007 *Geoarchaeology: Using earth sciences to understand the archaeological record*

Historic England, 2008 *Management of Research Projects in the Historic Environment: PPN 3: Archaeological Excavation*

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

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

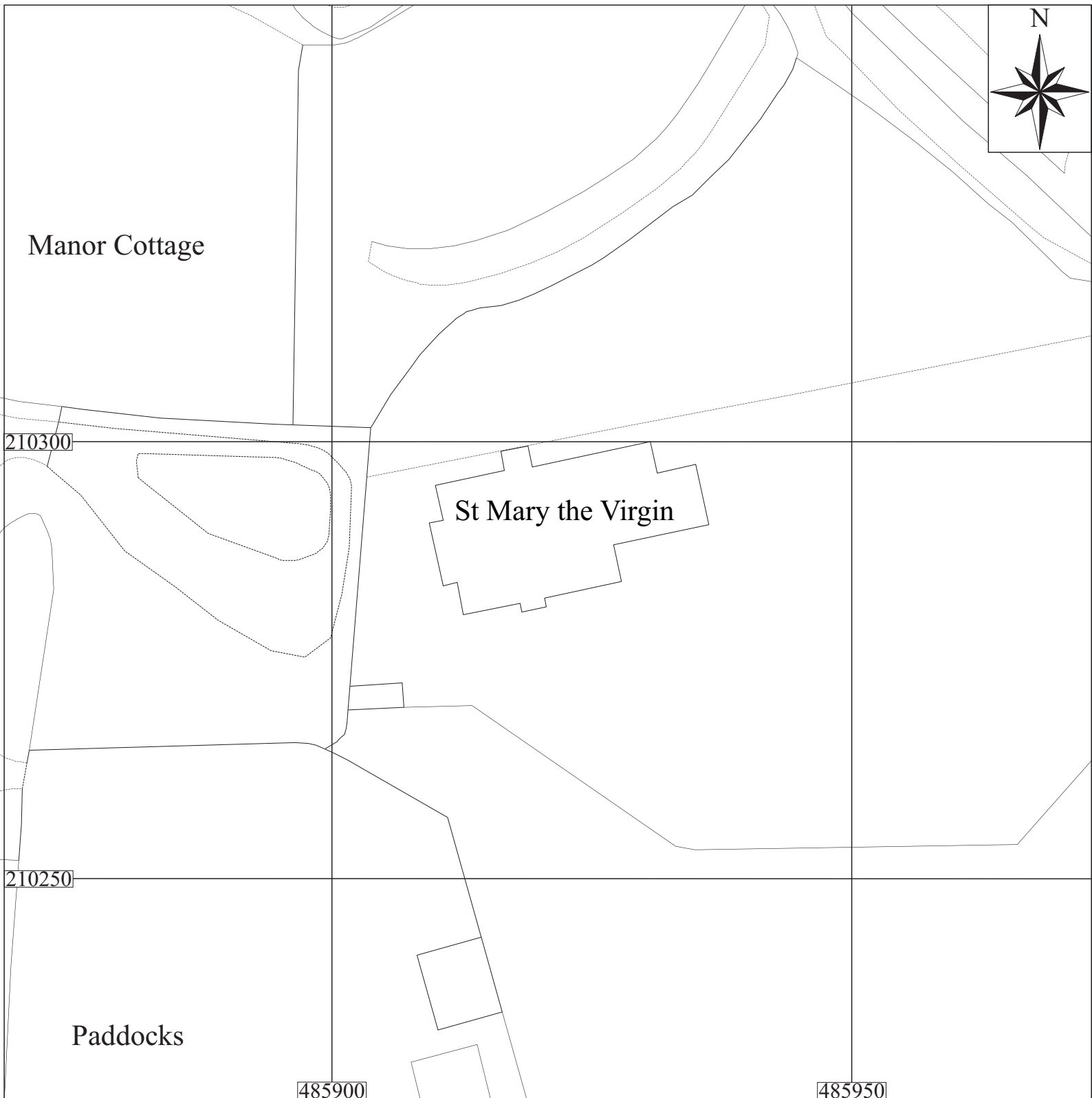
Museums and Galleries Commission 1992 *Standards in the Museum Care of Archaeological Collections*

Society of Museum Archaeologists 1993 *Selection, Retention and Dispersal of Archaeological Collections*

United Kingdom Institute for Conservation 1990 *Archaeology Section Guidelines for the Preparation and Storage of Excavation Archives for Long-Term Storage*

18th February 2020

Revised 9th March 2020



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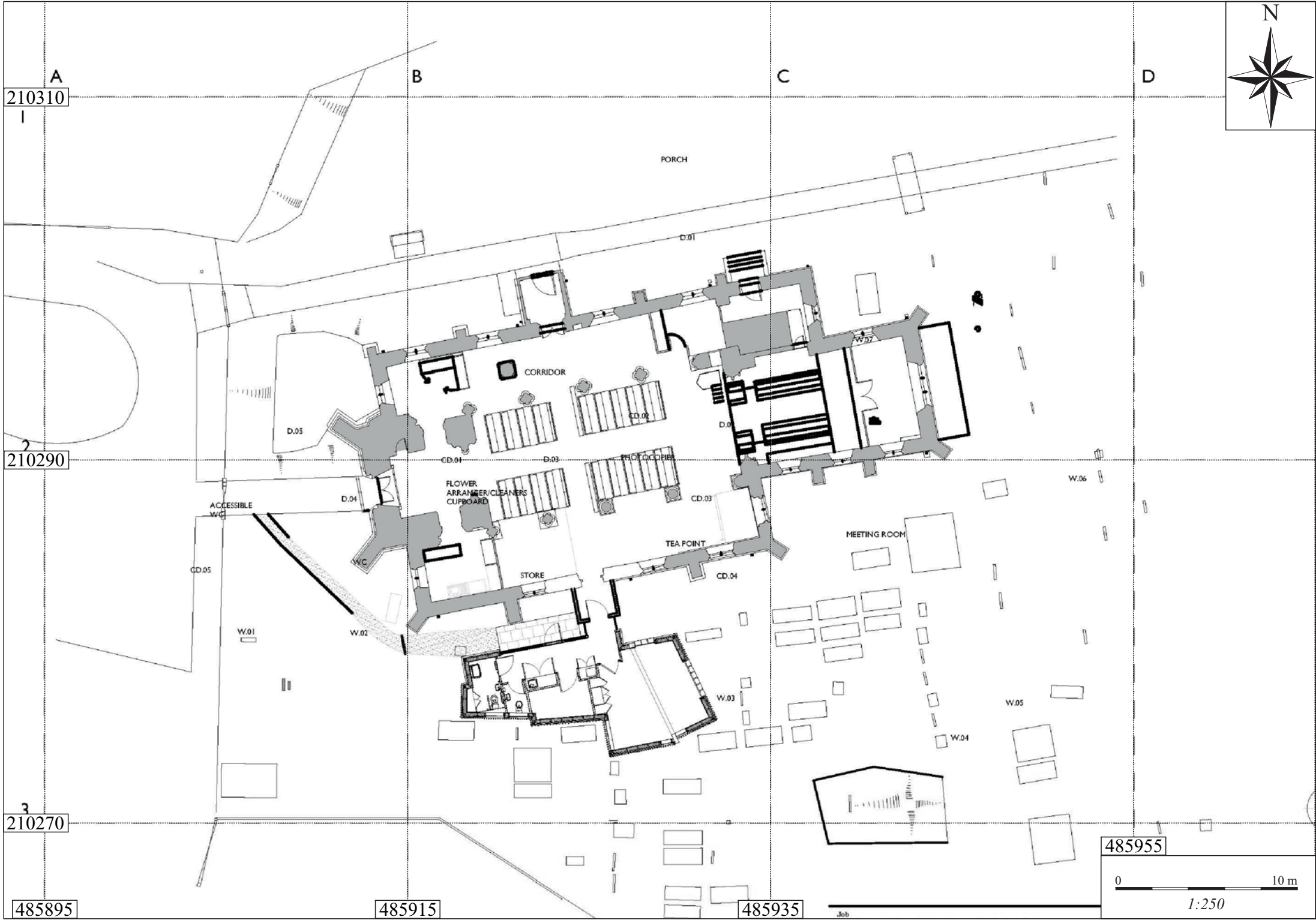
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APPENDIX 1

1 *Area Excavation/Watching Brief*

- 1.1 Prior to any area excavation, appropriate survey (e.g. geophysical, earthwork, contour) or sampling strategy (e.g. for topsoil artefact densities, metal detecting, phosphate analysis) will be undertaken prior to the site strip.
- 1.2 In most cases sites will be mechanically stripped of topsoil and other overburden. An appropriate machine will always be used. This will normally be a 360° tracked excavator with a 1.5 or 1.8m wide toothless bucket. In other cases a JCB 3CX Sitemaster (or similar), or for work with restricted access or working room a mini-excavator such as a Kubota KH 90 will be used. Suitably sized dumpers or lorries will be employed to remove spoil. No plant will be allowed to cross stripped areas.
- 1.3 All machining will be undertaken under the direct control of experienced archaeologists.
- 1.4 All undifferentiated topsoil or overburden will be removed down to the first significant archaeological horizon in level spits. The archaeological horizon to which the material will be cleared will have first been established by an evaluation or by the digging of test pits.
- 1.5 Depending on the aims of the project, the excavated spoil may be monitored in order to recover artefacts. Where their findspots are plotted this will usually be on a 2m grid.
- 1.6 The surface exposed by the stripping will be cleaned using appropriate hand tools.
- 1.7 Should the site grid not have already been established it would be done at the cleaning stage. The grid will normally be based on 10m spacing and related to the National Grid. A temporary benchmark related to Ordnance Datum will be founded
- 1.8 After the cleaning and planning of the excavation area the sampling strategy will be finalised. This will take into account the project aims (which may need modifying at this stage) and the type, quality and quantity of remains revealed. The sampling strategy will normally seek to maintain at least the following levels:
 - all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded, ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m). Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.
 - all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location
 - for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
 - for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
 - for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- 1.9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised plant remains, small bones and small objects, bulk samples of a minimum of 40 litres (but up to 60 litres for early prehistoric features) or 100% of small contexts will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required, sampling incrementally along a suitable stratigraphy (often ditches) for changes of the environment through time. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 1.10 Any finds of human remains will be left *in situ*, covered and protected. The coroner's office will be informed. Excavation, recording and removal will only take place under the relevant Home Office licence and local authority environmental health regulations.
- 1.11 All finds of gold and silver will be moved to a safe place and reported to the Coroner's office according to the procedures relating to Treasure Trove. Where removal cannot be effected on the same working

day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

Recording

- 1.12 All on-site recording will be undertaken in accordance with the standards and requirements of the *Archaeological Site Manual* (Museum of London 1994).
- 1.13 A continuous unique numbering system will be employed.
- 1.14 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- 1.15 Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- 1.1.6 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- 1.17 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- 1.18 Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20.
- 1.19 All sections will be accurately related to Ordnance Datum.
- 1.20 Registers of sections and plans will be kept.
- 1.21 A full black and white, and colour (35mm transparency) photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- 1.22 A register of all photographs taken will be kept on standardised forms.

Finds

- 1.23 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- 1.24 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.
- 1.25 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

Archiving, Post-Excavation and Publication

- 1.26 Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the receiving institution. The excavation archive will be security copied and a copy deposited with the NAR before post-excavation analysis begins or as soon after as can be arranged.
- 1.27 On completion of the archive a summary report will be prepared. This will include:
 - an illustrated summary of the results to-date indicating to what extent the project aims were fulfilled
 - a summary of the quantities and potential for analysis of the information recovered for each category of site, artefacts, dating and palaeo-environmental data
 - proposals for analysis and publication
- 1.28 The proposals for analysis and publication will include:
 - a list of the revised project aims arising from the fieldwork and post-excavation assessment
 - a method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project
 - a list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format
 - details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time a publication synopsis indicating publisher, report format and content shown by chapters, section and subheadings with the anticipated length of text sections and proposed number of illustrations
- 1.29 The summary report embracing the analysis and publication proposals will be submitted to the local planning authority for approval.

- 1.30 Any significant variation in the project design, including timetables, proposed after the agreement of the proposals must be acceptable to the local planning authority.
- 1.31 The results of the project will be published in an appropriate archaeological journal or monograph. The suitable level of publication will be dependent on the significance of the project results, but as a minimum the basic requirements of Appendix 7.1 of *Management of Archaeological Projects* (Historic England 2015) will be met. A summary of the results will be given in appropriate local publication where available, with consideration given to a fuller publication in a specialist archaeological journal.

APPENDIX 2

2 *General*

- 2.1 The requirements of the Brief will be met in full where reasonably practicable (see also paragraph 2.2).
- 2.2 Any significant variations to the proposed methodology will be discussed and agreed with the local planning authority in advance of implementation.
- 2.3 The scope of fieldwork detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost effective manner. John Moore Heritage Services attempts to foresee all possible site-specific problems and make allowances for these. However there may on occasions be unusual circumstances, which have not been included in the programme and costing. These can include:
- unavoidable delays due to extreme bad weather, vandalism etc.
 - trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions
 - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal

Health and Safety

- 2.4 All relevant health and safety legislation, regulations and codes of practice will be respected.
- 2.5 With the introduction of the Construction (Design and Management Regulations) 1994 John Moore Heritage Services works with Clients, Main Contractors, and Planning Supervisors to create a Health and Safety Plan. Each project will have its own unique plan.

Insurances

- 2.6 John Moore Heritage Services holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
- 2.7 John Moore Heritage Services will not be liable to indemnify the client against any compensation or damages for or with respect to:
- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
 - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by John Moore Heritage Services) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.
- 2.8 Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

- 2.9 John Moore Heritage Services will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved;

- excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- 2.10 John Moore Heritage Services will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
- 2.11 John Moore Heritage Services will advise the Client of any such materials supplied in the course of projects, which are not John Moore Heritage Service's copyright.
- 2.12 John Moore Heritage Services undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition John Moore Heritage Services further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect John Moore Heritage Service's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.
- Standards*
- 2.13 John Moore Heritage Services conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.
- 2.14 Project Directors normally will be recognised in an appropriate Area of Competence by the Institute of Field Archaeologists.
- 2.15 Where practicable John Moore Heritage Services will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

APPENDIX 3

For specialist dating and where there are significant assemblages, specialists that may be used for analysis of materials include:

Prehistoric pottery	David Mullin	University of Worcester
Roman and Romano-British pottery	Jane Timby	Freelance specialist
Lithics	Rebecca Devaney	Freelance specialist
Stone	Ann Clarke	Freelance specialist
Saxon, Medieval and Post-Medieval pottery	Paul Blinkhorn	Freelance specialist
Ceramic Building Material	Andrew Peachey	Archaeological Solutions
Environmental Analysis, Plant macro remains and Insect remains	Robert Batchelor	QUEST
Marine molluscs	Jessica Winder	Freelance specialist
Land snails	Michael Allen	Freelance specialist
Human remains	Linzi Harvey	Freelance specialist
Animal bone	Claire Ingrem	Freelance specialist
Clay tobacco pipes	John Moore	JMHS
Metalwork and Small finds	Nicola Rogers	Freelance specialist

Experienced JMHS staff may be used for simple quantifications of material and identification.

**WESTON TURVILLE
CHURCH WALK
ST MARY THE VIRGIN**

ARCHAEOLOGICAL INVESTIGATION

SELECTION STRATEGY

MARCH 2021

Project Information		
Project Management		
Project Manager	John Moore	
Archaeological Archive Manager	Simona Denis	
Organisation	John Moore Heritage Services	
Stakeholders		Date Contacted
Collecting Institution(s)	Buckinghamshire County Museum	March 2020
Project Lead	Simona Denis	September 2020
Landowner	PCC of St Mary the Virgin Church, Weston Turville	February 2020
Specialists	N/A	N/A
Resources		
No unusual resources required in addition to JMHS normal operating equipment and staff		
Context		
The full aims and objectives of the project are detailed in the attached WSI. The aims of the projects are to adequately investigate and record any archaeological remains paying particular attention to identifying any earlier church material and/or any earlier Roman activity. This will include dealing with any articulated human remains. Selection of the working project archive will be guided by the aims and objectives of the project as outlined in the WSI, the Solent-Thames Research Framework and the Buckinghamshire County Museum guidelines, and material-specific guidance.		

Section 1 - Digital Data	
Stakeholders	
Project Manager	John Moore
Archaeological Archive Manager	Simona Denis
Digital Repository	Archaeology Data Service
Selection	
Location of Data Management Plan (DMP)	The DMP (in attachment) is accessible upon request and located as outlined in Sections 5 and 6 All relevant standards, policies and guidelines are listed in Section 1
De-Selected Digital Data	The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0010 Digital Archives (in attachment)

Section 2 - Documents	
Stakeholders	
Project Manager	John Moore
Archaeological Archive Manager	Simona Denis
Repository Representative	Brett Thorn
Selection	
Selected Documents	The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0010 Digital Archives (in attachment)
De-Selected Documents	The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0009 Archives (in attachment)

Archives Policy Statement and Deposition Strategy

Purpose and Scope

Archaeological archives represent the only surviving record of a historic environment that has been damaged or destroyed by development or excavations. Curation of the archive in a recognised repository will ensure the survival of archaeological evidence for future use, including re-analysis, re-interpretation, and re-publication.

John Moore Heritage Services aims to deposit all project archives generated by fieldwork carried out by the Company at a Museum or other repository, as agreed with the curatorial archaeological body. However, as the volume of archaeological material entering repositories has rapidly increased during the past decades, many local and regional museums have been unable to accept archaeological archives. In these cases, JMHS aims to curate and store such archives until a repository becomes available.

Standards

- JMHS is committed to comply with recognised standards in relation to the creation, compilation and management of archaeological archives, as set out in the following source material:
- Archaeological Data Services, 2015 *Guidelines for Depositors*
- Brown, D. H. 2007 *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*
- Brown, D. H. 2011 *Safeguarding Archaeological Information. Procedures for minimizing risk to undeposited archaeological archives*. English Heritage
- Chartered Institute for Archaeologists, 2014 *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- Chartered Institute for Archaeologists, Historic England 2019 *Toolkit for Selecting Archaeological Archives*
- Ferguson, L. M. and Murray, D. M. 1997 *Archaeological documentary archives: preparation, curation and storage*. IFA Paper No.1
- Handley, M. 1999 *Microfilming archaeological archives*. IFA Paper No.2
- Ministry of Housing, Communities and Local Government 2018, *National Planning Policy Framework*
- Museums and Galleries Commission, 1994 *Standards in the Museum Care of Archaeological Collections*
- United Kingdom Institute for Conservation, 1990 *Guidelines for the Preparation of Excavation Archives for Long-term Storage*
- Watkinson, D. and Neal, V. 1998 *First Aid for Finds*

Procedures

Security of Records

Back-up of raw digital data generated during fieldwork is provided by secure remote access to the Company's server. Where internet access for data backup is not available, a security copy of the raw data will be made onto a portable device.

Security copies of all archive records and born-digital files will be made in digital format and stored on the Company's server. A digital copy will be deposited with the archive when required by specific Museums guidelines. Additional copies on microfiche will be made for depositing with the archive and with the NMR when required by specific Museums guidelines.

Selection and Preparation

- Content will be prioritised for archiving following consideration of planning requirements and deadlines.
- All primary records will be included in the documentary archive
- All data generated by all stages of archaeological work will be digitised:

- All primary records (including registers, context recording forms, and drawings) will be digitised via scanning and uploaded to the Company's server
- All registers data will be input in pro-forma digital registers (spreadsheets)
- All final versions of digitised drawings will be included in the digital archive
- All final versions of GIS data will be included in the archive
- Raster images will be selected in order to exclude duplicates and poor quality shots
- Metadata will be created for all files selected for inclusion in the archive
- Materials for inclusion in the physical archive will be selected in accordance with recognised standards and guidelines, as well as assemblage-specific recommendation made by qualified specialists
- All selected artefacts will be listed and stored appropriately
- De-selected artefacts will be fully recorded prior dispersal

Copyright

All archives to be deposited with a Museum or other repository will include a Licence of Copyright for Archaeological Archives form granting a perpetual, royalty-free licence throughout the world to the institution to:

- reproduce all or any part of the Archive for the purposes of research, study, conservation or publicity relating to the Museum
- display copies of all or part of the Archive in any medium
- publish any part of the Archive in any form or medium
- permit third parties to do any of the above.

Artefact Ownership

JMHS aims to arrange ownership of finds transfer for the receiving institution wherever possible. Should this not be possible due to lack of response from the landowner, the Company will maintain detail records of all correspondence with landowners and will pass them to the receiving institution. The Treasure Act will be complied with at all times.

Data Protection

JMHS fully endorses and adheres to the principles of data protection as set out in the General Data Protection Regulation (GDPR) 2018. All personal data (including stakeholders' names and addresses) will be collected, stored and managed in compliance with the company's Data Protection Policy (POL0014).

Storage

Although John Moore Heritage Services only temporarily stores excavated material prior to deposition as part of an archive, it recognises the need to ensure the storage of all artefacts and environmental remains under appropriate conditions and security measures.

Requirements of individual museums and curatorial authorities will be respected and their standards will be conformed to.

Archives Deposition Strategy

Timescales

John Moore Heritage Services aims to deposit all project archives at a Museum or other appropriate repository within 12 months of the date of completion of the project.

However, a longer timescale is normally considered if:

- No Museum or repository in the geographical area is accepting archives
- Local Museums do not have policies/guidelines for archaeological archives deposition
- Local Museums do not respond to enquiries regarding the deposition of archives
- Stakeholders do not respond to enquiries regarding the selection of artefacts
- Landowners do not respond to requests regarding the artefact ownership
- Landowners do not agree to transfer the artefact ownership to the repository

- Agents/Consultants do not disclose Landowners' details and do not forward artefact ownership transfer requests to Landowners

Archives Status Records

An updated record of the status of the archives is maintained at all times. The status of every archive is recorded on a spreadsheet, managed by the Archive department and accessible to all employees.

The spreadsheet records:

- Project identifiers (JMHS project ID number, Site Code, Accession Number, OASIS ID)
- Project Name
- Type of Fieldwork
- Project Status (Won/Progress/Complete/Ongoing)
- Documentary archive location
- Finds archive location (when applicable)
- Name of Finds Specialist, type of finds sent for analysis and date
- Size and number of documentary and finds archive boxes, and their location
- GDPR consent, ToT and Artefacts Selection details and progress
- Archives prepared for deposition (including Museums not accepting and contact dates)
- Deposited archives

Prioritization

The preparation of archives is prioritized in accordance with project-specific and/or Museum requirements.

Procedure

1. Identification of the archives to be prepared for deposition
2. Contact with relevant stakeholders
 - a. Landlord (GDPR, ToT, Artefacts Selection consent)
 - b. Museum/Other Recipient (Copyright, Artefacts Selection consent, Notification)
 - c. Finds Specialist (Artefacts Selection consent)
 - d. Preparation of the archive to meet Museum standards/guidelines
3. Microfilming (if required)
4. Contact with the Museum to arrange deposition

The overall responsibility for this policy lies with the Director, who gives delegated authority to the Head of Archive for implementation.

Signed

John Moore (Director)

Digital Archives Preservation Policy Statement

Purpose and Scope

This policy defines the principles supporting data creation, management and preservation and references digital archiving standards and accepted best practice.

This policy aims to ensure preservation of all digital material held at John Moore Heritage Services, whether born-digital or surrogate, and aims to ensure that these data are made available both internally and externally, now and in the future. The policy applies to all digital material pertinent to archaeological archives, supplied by external individuals as well as produced in-house.

JMHS is in the process of developing a strategy to make all digital records accessible to the general public through the Company's website (currently under construction). Any online records will also be pre-monitored to ensure that they are compliant with Data Protection Act 1998, Copyright, Designs and Patents Act 1988 and GDPR Directive 95/46/EC 2018 so that any personal or sensitive data is not published online and that client confidentiality is maintained.

Standards

JMHS is committed to comply with recognised standards in relation to the creation, selection, management and curation of digital data, as set out in the following source material:

- Archaeological Data Services, 2015 *Guidelines for Depositors*
- Australian National Data Service, 2017 *ANDS Guide. Data Management Plans*
- Chartered Institute for Archaeologists, 2014 *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- Chartered Institute for Archaeologists, Historic England 2019 *Toolkit for Selecting Archaeological Archives*
- Digital Curation Centre, 2013 *Checklist for Data Management Plan v.4.0* Edinburgh
- Digital Preservation Coalition 2015 *Digital Preservation Handbook*, 2nd Edition. *Technical Solutions and Tools*
- Duranti, L., Suderman, J. and Todd, M., 2005 *A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records*. The InterPARES 2 Project
- Foster, M. 2019 *Work digital/think archive. A guide to managing digital data generated from archaeological investigations*. DigVentures
- International Standards Organization (2003) standards: *Reference Model (ISO 14721:2003)*
- The National Archives, 2011 *Digital Preservation Policies: Guidance for archives*
- Whyte, A., Wilson, A. 2010, *How to Appraise and Select Research Data for Curation*. DCC How-to Guides. Edinburgh: Digital Curation Centre

Procedure

Data Management Plan

A project-specific Data Management Plan (DMP) will be generated for each Digital Archive. As a minimum, each DMP will indicate:

- Which data will be generated
- Data storage and management

- Metadata standards
- Copyright and intellectual property rights
- Data management roles and responsibilities

Preservation of Records

Back-up of raw digital data generated during fieldwork is provided by secure remote access to the Company's server. Where internet access for data backup is not available, a security copy of the raw data will be made onto a portable device.

Digital copies of the primary records will be made at the earliest opportunity and stored on the Company's server. Security copies of all archive records and born-digital files will be made in digital format and stored on the Company's server.

Every effort will be made to ensure that digital records are maintained in a readable format following the ISO: Open Archival Information System. This will include regular reviews of the digital archives (not to exceed 3 years) and updating and developing the archive as the repository grows and as technology and community practice evolve.

Appraisal and Selection of Data

All data generated by all stages of archaeological work will be stored on the Company's server. An appraisal of the digital data will be carried out prior to the completion of each project, in order to select data for long-term curation.

The assessment of each dataset's value will be carried out by the post-excavation team and will be based on the following criteria:

- Relevance
- Scientific/Historic value
- Uniqueness
- Non-Replicability
- Potential for redistribution

As a minimum, all historic building recording projects will have a dataset comprising:

- Final report in PDF/A format
- Final version of the report text in open document .odt format
- Selection of relevant raster images in .tiff and/or .jpg format
- Digital surrogate of the primary photographic register in PDF/A format
- Photographs location plans in vector graphic .dxf and/or .svg format
- Metadata of all files in open spreadsheet .ods format

As a minimum, all recording action projects will have a dataset comprising:

- Final report in PDF/A format
- Final version of the report text in open document .odt format
- Complete finds/environmental specialists' reports in open document and/or PDF/A format
- Digital surrogate of all primary records in PDF/A format
- All primary registers data migrated in pro-forma digital registers in open spreadsheet .ods format
- Selection of relevant raster images in .tiff and/or .jpg format
- Final versions of digitised drawings in vector graphic .dxf and/or .svg format
- Final version of GIS data in geospatial vector data .shp/.shx/.dbf format (when available)
- Metadata of all files in open spreadsheet .ods format

Preparation of Data

Selected data will be normalised and organised in standardised folders, to guarantee consistency and retrievability, and to prevent data loss.

Normalisation will include:

- Format migration to widely supported open international standards
- Version migration to most recent format version
- File naming normalisation to ADS standards
- Organisation in predefined file structure

Metadata compliant with ADS standards will be generated for all selected data.

Data Storage

Long-term preservation of electronic records is ensured by storage on magnetic media on a server device. The device is part of a network based on the client-server model, available online and securely accessible remotely via any web browser.

The digital archives preservation strategy ensures that two copies of all born-digital items as well as digital surrogates of primary records are made available on two different server devices (server and backup) situated in separate geographical locations (JMHS's main office in Wheatley and the Director's office in Boarstall, Aylesbury).

Data Access

The company's server is accessible by authorised staff on and off-site through a secure log-in.

Secure access to the server is granted by a two-factor authentication method. Access to server's partitions containing sensitive data is restricted to authorised users through role-based access control.

Legal and Regulatory Framework

The following acts and directives will be taken into consideration:

- Copyright, Designs and Patents Act 1988
- General Data Protection Regulation (GDPR) 2018
- EU Copyright Directive 2001
- Data Protection Act 1998
- Current best practice

Roles and Responsibilities

The Data Archive Preservation Policy will be championed by the Head of Archive who is responsible for the implementation and three year review of the digital preservation strategy.

John Moore Heritage Services will ensure that any digital records are regularly maintained and datasets preserved and backed up securely.

Signed

John Moore (Director)