

**Written Scheme of Investigation for  
Archaeological observation, investigation,  
recording, analysis and publication  
at land at the rear of 39 Mill Lane, Kingsthorpe,  
Northampton,  
Northamptonshire  
August 2021**

Author: Paul Thompson

Illustrator: Carla Ardis



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Northampton,  
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August 2021**

Event Number: ENN110342

Project Manager: Paul Thompson HND BA(Hons) AMA PCIfA

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*with company registration number 8727508 and charity registration number 1155198.*

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SITE NAME: Land at the rear of 39 Mill Lane, Kingsthorpe,  
Northampton, Northamptonshire

EVENT NUMBER: ENN110342

NATIONAL GRID REF: SP 7484 6289

CLIENT: Aziz Rahman  
Miraj (GB) Limited, Unit 152  
42 Watford Way, London, NW4 3AL

DATE: 5 August 2021

CONTRACTOR: MOLA Northampton  
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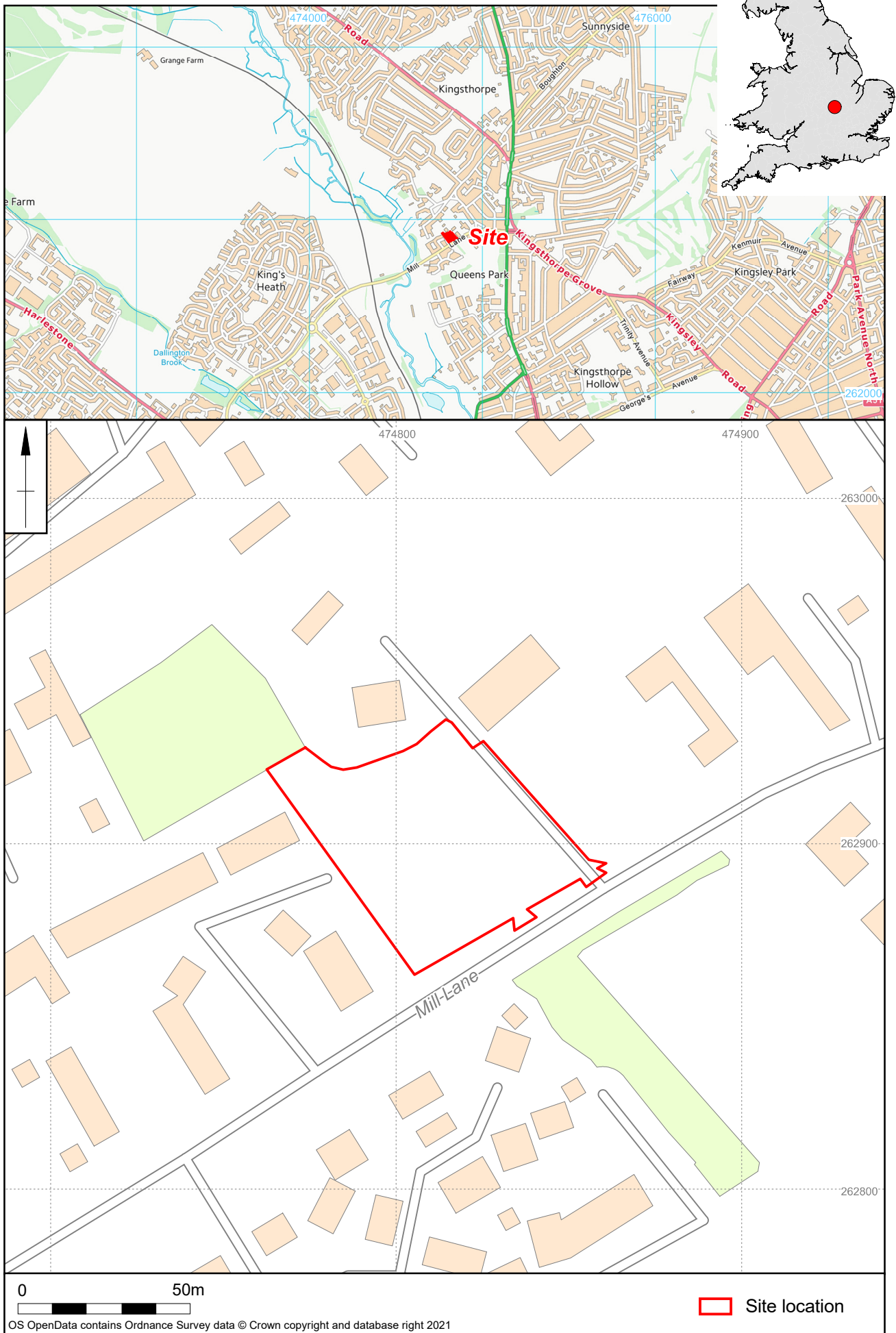
## 1 INTRODUCTION

- 1.1 MOLA has been commissioned by Mr Aziz Rahman of Miraj Limited to undertake a programme of archaeological observation, investigation, recording, analysis and publication work at land at the rear of 39 Mill Lane, Kingsthorpe, Northampton, Northamptonshire, (NGR SP 7484 6289, Fig 1). The archaeological work will be undertaken in compliance with the *National Planning Policy Framework* (MHCLG 2019).
- 1.2 This Written Scheme of Investigation (WSI) has been prepared by MOLA Northampton. It describes the proposed methodology to be undertaken for the initial phase of fieldwork. This document has been prepared in accordance with current best archaeological practice as defined in the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2019), and *Standard and Guidance for Archaeological Watching Brief* (CIfA 2014a), as well as the Historic England procedural document *Management of Research Projects in the Historic Environment* (MoRPHE) (HE 2015).
- 1.3 Planning consent has been granted for development at land at the rear of 39 Mill Lane, Kingsthorpe. The consent has been granted with a condition attached for an archaeological programme of works. Approval of this WSI will not constitute discharge of condition. This can only be finalised by the Local Planning Authority (LPA) once the work has been completed and the report received and approved.

## 2 BACKGROUND

### Location, topography and geology

- 2.1 The site comprises a currently derelict and redundant land parcel fronting onto the north side of Mill Lane (Fig 1). To the immediate north, east and west lies various domestic properties with either public access road or private drives. To the east is the tarmac access road and grounds. To the south is a green space comprising grassed areas with tarmac footpaths and areas of semi-mature trees.
- 2.2 The topography of the Site is generally flat and level, lying at c84m above Ordnance Datum (aOD).
- 2.3 The British Geological Survey (BGS) indicates that the local bedrock geology comprises Northampton Sand Formation - Ironstone, Ooidal. Sedimentary Bedrock formed approximately 170 to 174 million years ago in the Jurassic Period. Local environment previously dominated by shallow seas. These sedimentary rocks are shallow-marine in origin. They are detrital, ranging from coarse- to fine-grained (locally with some carbonate content) forming interbedded sequences. (BGS 2021).
- 2.4 No Superficial geological deposits are recorded (BGS 2021).



Scale 1:1500

Site location Fig 1

## **Archaeological and historical background**

- 2.5 The following historical information and archaeological background has been summarised from the Northamptonshire Historic Environment Record (NHER). Data was gathered for designated and non-designated heritage assets within 0.5km radius of the development site boundary. Heritage assets held within the Northamptonshire Historic Environment Record relevant to the report have been included with their record number and where the asset is also a listed building, the list entry number is included. There are no known heritage assets within the site itself.

### ***Prehistory***

- 2.6 Unstratified and unlocated prehistoric axe (MNN28310) was found before 1906 made of stone or flint. The findspot is broad being only SP 7563.
- 2.7 The Jurassic Way (MNN160137), an important prehistoric routeway comprising likely corridor more than a single track that dates from at least the early Bronze Age and may have begun in the Neolithic.

### ***Roman***

- 2.8 Unstratified Roman coins (MNN25097) were found in 1921 in the area of The Green and Knights Lane (ENN13366 and ENN6960). This would be approximately 300 – 330m north-north-east of the present site. The coins were of the Emperor Tetricus I (AD 271 to 274) and Constantine (AD 272 to 337).
- 2.9 More Roman coins were discovered in 1957 (MNN25098) in a garden in Knights Lane, Kingsthorpe c400m north-north-east of the present site. They comprised Emperor Tetricus I (AD 271 to 274) and Centenionalis of Constans (AD 320 to 340) or possibly Constantius II (AD 337 to 361).
- 2.10 A mosaic fragment from a potentially Roman building (MNN32996) and a coin were found at Kingsthorpe Village School site at The Green, SP 74886324 in 1957 (ENN6961). Several Roman finds (MNN136116) comprising The Green, Knight's Lane and Kingsthorpe Village School may indicate a settlement in the area to the north-east of the site. An early Roman coin (MNN149736) dating to between AD 43 and 120 is recorded on the PAS Findspot database at SP 74 62.

### ***Saxon***

- 2.11 From Saxon to post-medieval the London to Derby road route (MNN14161) was in use. This lies 480m east of the present site.

### ***Medieval***

- 2.12 Kingsthorpe (MNN6392) has medieval origins. The possible site of the medieval Manor House of Kingsthorpe (MNN13359) belonging to the Morgan family from documentary sources lies north-east of the site. It was demolished in the mid-18th century.
- 2.13 A possible medieval ringwork (MNN13616) lies on the playing field north of Nene Drive, 600m west of the site. An unidentified medieval iron object (MNN149737) dating to between AD 1200 and 1550 is recorded on the PAS Findspot database at SP 74 62.
- 2.14 Immediately west of the present site is the location of Kingsthorpe Mill (MNN14205). The Domesday Survey mentions three watermills at Kingsthorpe, valued at 43s. 4d. Previously known as Nether Mill and Wannings Mill on map of AD 1767. In the late 19th century the miller was Thomas Moss. He was a popular figure in Kingsthorpe and the mill became known as Moss Mill. Earthworks survive and probably also buried remains of the medieval to post-medieval watermill.

- 2.15 Mill buildings of Nether Mill (MNN29588) at SP 7461 6268, occupied a loop in the old road and were destroyed during straightening of the modern Mill Lane. This is probably the site of Kingsthorpe Nether Mill which may be of medieval or earlier origin. The mill leat and race (MNN2958) lies within the local nature reserve and was restored by Northamptonshire Wildlife Trust in 1993. The site is possibly the medieval or earlier original mill. Observations were recorded with the HER by G. Cadman in 1995 (ENN12823).
- 2.16 During site works for Kingsthorpe Church of England school in Knight's Lane (MNN32697), medieval remains were uncovered. This is believed to be the location for Kingsthorpe Manor House. Several pits containing animal bone from cattle and sheep as well as pottery sherds dating to 13th and 14th centuries were found. Post-medieval pottery sherds were also recovered from the same field but closer to the church building.
- 2.17 The Church of St. John The Baptist (MNN106613 and DNN6426) is of late Saxon or early Norman origin with a three-bay nave added in cAD 1170. It lies c150m north of the present site. The church is Grade I Listed Building.

***Post-medieval***

- 2.18 Earthworks and buried remains of the medieval and post-medieval watermill at Kingsthorpe (MNN2753 and ENN13387) by the River Nene. The river itself (MNN4714) has been navigable during history for transportation of materials and goods ranging from coal, timber, grain and stone.
- 2.19 Possible Industrial activity south-west of Kingsthorpe Mill (MNN2714) has been identified as an earthwork, possibly a sub-rectangular building platform and possible artificial channelling of the river Nene but the site has been disturbed due to the proximity of the railway embankment. Possible Industrial activity on the River Nene (MNN116285) at Kingsthorpe comprising small ponds, part of a dam, possible lade and a foundation 12m by 10m at SP 7433 6299, c210m north-west of the site. This may be medieval or post-medieval in date or both.
- 2.20 A possible 18th century road (MNN103915) but may be medieval has been noted at SP 7461 6273.
- 2.21 Thornton Park (MNN7295 and ENN13388), also known as Kingsthorpe Park or Queen's Park lies to the east of the site on the junction of Mill Lane and A508. These 15 acres originally surrounded by a high stone wall (reduced in height in 1965) were opened to the public in 1939. Kingsthorpe Hall, formerly Thornton Hall, (MNN106803), a Grade II\* Listed Building (DNN632) was built in the late 18th century by John Johnson of Leicester is a rectangular five bay, three story building with detached stable block (MNN106804). The stable block is a Grade II Listed Building (DNN586).
- 2.22 Home Farm (MNN14221 and DNN449) is a Grade II Listed Building, post-medieval to modern standing building within Kingsthorpe Conservation Area. It lies c280m east of the site facing south onto Mill Lane. A Dovecote (MNN336 and DNN634) is located at SP 7502 6291, is Grade II Listed Building and is possibly associated with Kingsthorpe Hall. Numbers 13 to 15, Well Yard (MNN106433) are all 17th century sandstone buildings, Grade II Listed Buildings (DNN6412), as well as number 39 (The Cottage), Number 43 (Home Cottage), both Grade II Listed Buildings (DNN6357) and Number 47 (MNN106435) in Vicarage Lane (DNN6435), also a Grade II Listed Building. Numbers 39 and 43 Vicarage Lane (MNN106434) are Late 18th or early 19th century houses.
- 2.23 Other historic buildings within the search area include the Barn at Home Farm (MNN106522 and DNN587) is a 17th century Grade II Listed Building built of coursed rubble and Welsh slate roof. It lies east of the site by 270m along Mill Lane. The Queen Adelaide Inn, 50 Manor Road, (MNN106525), Grade II Listed Building (DNN6412), which lies c410m north-east of the site, dates to the 18th century. Home Farm House (MNN106543), c309m east of the site was built in the 17th century and altered in the 19th



century. Its Dovecote (MNN106544) is a 17th century rectangular building. No.13 Green End, (MNN106591), Grade II Listed Building (DNN6409), a 17th century house c160m north-east of the site, made of coursed rubble and Welsh slate roof. No. 15 (MNN106592), Grade II Listed Building (DNN6410), however is 18th century in construction while No.17 (MNN106593), Grade II Listed Building (DNN6505), was built in the early 19th century.

- 2.24 The Cock Hotel (MNN106599), Grade II Listed Building (DNN577), lies c450m east of the site and was constructed in 1893 in Tudor style. The London & North Western Railway (LNWR) line from Northampton to Market Harborough (MNN135662) was built between authorisation stage in 1853 and opening in 1859. It closed as a passenger line in 1960 and all rail traffic in 1981. It is now open as a linear park to pedestrians and cyclists. This lies c233m west of the site.
- 2.25 A WW2 or Cold War Civil Defence site (MNN7963 and ENN101747) for gas decontamination lies 260m to the east of the site. Thornton Hall (MNN36896 and MNN106803) was also a gas decontamination centre (ENN19543, ENN103625 and ENN103624) as well as being used as an ARP (Air Raid Precautions) Wardens Post (MNN104265). Kingsthorpe Hall (ENN19823) had its cellars cleared (MNN37180) to be used as Air Raid Shelters. A WW2 Road Block (MNN36787) at Kingsthorpe Railway Bridge was one of the original 17 road blocks set up and manned by the Home Guard around Northampton in 1940 (ENN19403).

#### ***Undated***

- 2.26 A possible medieval or post-medieval enclosure lies at Warmwell Leys (MNN103916 and ENN101522) centred at SP 7452 6279. This elliptical enclosure has a bank c6m wide.
- 2.27 A possible medieval earthwork or oval enclosure (MNN29506) lies 195m north of the site comprising a substantial bank and ditch adjacent to St John Baptist Church, Kingsthorpe. The bank being 6 to 8m wide and the ditch 6m wide.
- 2.28 An undated feature, possibly a road or enclosure (MNN29507) or possibly a post-medieval field boundary lies immediately north-east of St John Baptist Church.
- 2.29 The owner of Church Cottage has found many undated stone blocks during building fences bounding his field at SP 746630 (MNN29508).
- 2.30 A linear earthwork bank at Thornton Park (MNN30410) remains undated and lies 415m east of the site. This substantial bank runs between lodges on Kingsthorpe Road and Kingsthorpe Hall within the Park. The bank is approximately 10m wide and damaged on both sides by cultivation ridges. The bank crosses the valley and runs beneath the Hall ha-ha. It may be a medieval plough headland or former roadway, although furrows cross its north-west end.
- 2.31 An undated oval enclosure (MNN30411) in the north-east part of Kingsthorpe Park / Thornton Park is overlain by the Park boundary.

#### ***Previous archaeological investigation***

- 2.32 No intrusive archaeological investigation or geophysical survey have taken place at the site. Two recent events were highlighted by a NHER search undertaken on 4th August 2021. Land to the rear of 133 Queen's Park Parade (ENN110152) archaeological observation (OIRAP) at SP 7518 6284 and archaeological observation at St. John the Baptist Church in 2020 (ENN10998) at SP 7467 6311 are both awaiting reports to be filed.
- 2.33 The Northamptonshire Watermills Survey conducted between 2001 and 2002 (ENN103910) identified, collated and assessed remaining evidence of Northamptonshire watermills including those at Kingsthorpe.
- 2.34 A trial trench excavated in the 1990s (MNN29509 and ENN12784) over an earthwork identified possible building remains c95m north of the site. A small number of medieval and post-medieval pottery sherds were recovered.



- 2.35 A desk-based assessment was undertaken in 1992 (ENN104841) for the Northampton North-West Bypass.
- 2.36 Archaeological excavation (MNN115162 and ENN103312) at 8 Knight's Lane, Kingsthorpe, c360m north-east of the site, three dressed stone walls were found 0.90m wide forming a horseshoe shape. All the walls extended beyond the excavation area. A floor was also observed c1.5m below the existing garden level; this was paved with ironstone slabs. Immediately above this paving there was a layer of black charred material with rubble fill up to a further charred layer above it. Dating is likely to be from the early medieval to post-medieval periods. One silver coin (AD 1050 to 1200) and undated pottery sherds were recovered.
- 2.37 A trial trench evaluation was undertaken at Kingsthorpe Primary School in 2012 (ENN106914) by Northamptonshire Archaeology. A graveyard survey has taken place at St. John The Baptist Church, Kingsthorpe (ENN101092) in 1978.
- 2.38 In September 2002 an archaeological watching brief (ENN103328) took place at Kingsthorpe Hall. The aim was to view the removal of debris to ensure no loss of information for reconstruction and to prevent loss of building fabric.

### 3 AIMS AND OBJECTIVES

- 3.1 With due regard to the ClfA *Standards and guidance for Archaeological Watching Brief* (ClfA 2014a), the principle aim of an archaeological observation, investigation, recording, analysis and publication of works is to record the archaeological resource during development within a specified area, and to determine and understand the nature, function and character of an archaeological site in its cultural and environmental setting, using appropriate methods and practices, and in compliance with the *Code of Conduct* (ClfA 2019) and other relevant by-laws of ClfA.
- 3.2 In order to examine the archaeological resource within the proposed development area the objectives of the investigation are to:
  - Establish and record the date, extent, character, state of preservation and depth of burial of all archaeological deposits at the development site;
  - Establish and record significance, in addition to the date, extent, character, state of preservation and depth of burial of all archaeological deposits at the development site.
  - Establish the date, nature and extent of archaeological activity or occupation at the development site;
  - Establish the relationship of any archaeological deposits within the wider contemporary landscape;
  - Recover any artefacts that may assist in the development of type series within the region;
  - Recover palaeo-environmental remains that may assist in determining the local environmental conditions, and to;
  - Create a permanent archive and record of the archaeological information collected during the course of the fieldwork and analysis.
- 3.3 Specific research objectives, as detailed in the national and regional research frameworks documents (Knight *et al* 2012, updating Cooper 2006), will be addressed as relevant depending upon the results of the programme of archaeological works. Where appropriate, results of the investigation will be added to the *East Midlands Historic Environment Research Framework Interactive Digital Resource* (ADS 2018).

## 4 FIELDWORK AND RECORDING

- 4.1 All works will be carried out in accordance with the Chartered Institute for Archaeologists *Code of Conduct* (CIfA 2019), and *Standard and guidance for Archaeological Watching Brief* (CIfA 2014a). All works will conform to the Historic England procedural document *Management of Research Projects in the Historic Environment (MoRPHE)* (HE 2015). All site recording procedures are detailed in MOLA Northampton's in-house manual (MOLA 2014), which is issued to all staff.
- 4.2 Archaeological observation, investigation, recording, analysis and publication will comprise the continuous observation of removal of overburden of any groundworks relating to access or service routes, followed by the investigation and recording of any archaeological features that are revealed. The monitoring will be undertaken by an appropriately qualified and experienced MOLA staff.
- 4.3 A toothless grading bucket will be used for the removal of topsoil and subsoil down to the final formation level or identified archaeological deposits.
- 4.4 Any archaeological deposits encountered will be sampled sufficiently to determine their date and character, and recorded using standard MOLA procedures (MOLA 2014).
- 4.5 All archaeological features will be given a unique context number with deposits described on *pro-forma* context sheets to include details of the context, its relationships, interpretation and a checklist of associated finds.
- 4.6 The location of all archaeological features will be planned at 1:20 scale. Buildings, other significant remains or areas of complex stratigraphy, and sections will be drawn at 1:20 or 1:10 scale, as appropriate. All levels will be related to Ordnance Datum.
- 4.7 A photographic record will be maintained by high resolution digital photography exceeding 12 megapixels. Images of the site will be taken prior to, and during excavation. Detailed images of individual features and feature groups will be taken as needed. All photographs, except general images and those for publication will include a north arrow and suitable photographic scale.
- 4.8 Finds will be collected from individual deposits, cleaned, marked, packed and stored in stable conditions sorted by context, receiving appropriate care prior to removal from site (CIfA 2014b and c; Watkinson and Neal 2001). Where fragile or unstable finds are recovered, appropriate steps will be taken to stabilise and conserve them. Unstratified animal bones and modern material will not be collected. Material that comprises a large quantity of a standard product (e.g. brick or tile) will be retained as a sub-sample representing its typical composition.
- 4.9 Finds adhering to the definition of 'treasure' as defined by the Treasure Act 1996 will be reported to the Coroner and dealt with under the procedures of the Treasure Act and Code of Practice. This includes both precious metals and base metals where they are of prehistoric date. Suitable measures will be taken to ensure their security where removal cannot take place.
- 4.10 Samples will be taken for environmental analysis from all suitable contexts following the guidance for sampling as outlined by Historic England (Campbell *et al* 2011). Bulk environmental soil samples would normally be taken from securely dated, sealed archaeological features or deposits for plant macro fossils, small animal bones and small artefacts. The volume of such samples will be context and sediment specific and will be 40 litres or 100% of feature fills (whichever is less). If necessary advice on sampling strategies will be sought from Historic England's Regional Scientific Advisor and specialist consultants (see below).
- 4.11 All groundwork and associated spoil heaps will be scanned with a metal-detector. No

unauthorised metal detecting be permitted anywhere within the development area.

- 4.12 All samples will be processed at MOLA, using the flotation technique to retrieve seed, charcoal and mollusc remains. All the resultant residues will then be hand sorted to retrieve bones and other finds.
- 4.13 In the event of human remains being encountered, these will be left undisturbed and protected until the relevant authorities are informed. Should removal be necessary then this will only be done following the appropriate Home Office and Environmental Health regulations, and where necessary adhering to the Disused Burial Grounds (Amendment) Act 1981. Removal of burials is not part of the current contracted works.
- 4.14 The field data will be compiled into a site archive with appropriate cross-referencing.

## 5 POST-EXCAVATION AND REPORTING

- 5.1 A report will be submitted within 4–6 weeks of completion of fieldwork. The report will be prepared following the ClfA guidelines *Standard and Guidance for Archaeological Watching Brief* (ClfA 2014a). In addition it will include the end of development site assessment and a copy of the publication summary. An OASIS form will be included as part of the report. The post-excavation aspect of the project will be undertaken following the formula set out in the Historic England procedural document *Management of Research Projects in the Historic Environment* (HE 2015).
- 5.2 Upon completion of the fieldwork stage of the project the site archive will be consolidated and assessed for its potential for further analysis within three months of the termination of the fieldwork. This will adhere to the guidelines as described in *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011) and recognised industry standards (ClfA 2014b and c, MGC 1992, SMA 1993 and Walker 1990).
- 5.3 Qualified specialists from within MOLA and outside the organisation will examine the finds. Specialists likely to have an involvement in the project are listed in Section 6 below.
- 5.4 Copies of the report will be submitted to the client and to the County Archaeological Advisor and for inclusion in Northamptonshire County Council Historic Environment Record.
- 5.5 Within six months of the report publication the archive formed by the site records and artefacts will be finalised under Accession code **ENN 110342**. The archive will be prepared and ordered in accordance with *Northamptonshire Archaeological Archives Standard* (Donnelly-Symes 2020).
- 5.6 Following completion of the fieldwork and reporting, born-digital data, such as reports, 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 (see Appendix 1 for Data Management Plan). Each report, once approved, is subsequently made available for inclusion and publication by digital means through the Archaeological Data Service (ADS) via OASIS.
- 5.7 The completed physical paper and artefact archives will be made available for submission to the county repository at the Northamptonshire Archaeological Resource Centre, Chester Farm, Irthlingborough.
- 5.8 All projects conducted by MOLA contain an Online Access to the Index of Archaeological Investigations (OASIS III) registration form in the front pages of the report. This data is used to keep the online database up to date with the most recent projects conducted by MOLA. When completed and approved the digital report will be uploaded to OASIS for submission to the Archaeological Data Service (ADS) website.

## 6 KEY PERSONNEL AND TIMETABLE

- 6.1 MOLA is a CfA registered organisation, under the overall temporary management of **Steve Parry BA MA FSA MCIfA, Acting Chief Executive Officer**.
- 6.2 The project will be carried out under the management of **Paul Thompson, HND BA(Hons) AMA PCIfA, Project Manager**. The observation and recording works will be carried out by one of MOLA Northampton's experienced team leaders, supported by qualified project assistants. **Claire Finn, Finds and Environmental Officer**, will assess small finds and appoint specialists as required. Specialist analysis will be undertaken by period and artefact specialists from MOLA, or regularly used by MOLA.
- 6.3 Other project staff will be appointed as appropriate and may include key staff from the table below:

|                                   |   |
|-----------------------------------|---|
| Flint                             | Yvonne Wolfram-Murray BSc PhD (MOLA)          |
| Prehistoric pottery               | Adam Sutton BA MA PhD (MOLA)                  |
| Roman pottery                     | Adam Sutton BA MA PhD (MOLA)                  |
| Medieval pottery                  | Jennifer McNulty BA MA (MOLA)                 |
|                                   | Paul Blinkhorn BTech (Freelance specialist)   |
| Ceramic building material         | Rob Atkins BSocSc, Dip Arch MCIfA (MOLA)      |
| Daub and fired clay               | Mary Ellen Crothers BA MA (MOLA)              |
| Coins, metalwork, and small finds | Paul Thompson HND BA AMA PCIfA (MOLA)         |
| Conservation/ x-ray photography   | MOLA London                                   |
| Faunal remains                    | Adam Reid BA MA (MOLA)                        |
| Plant macrofossils                | Karen Stewart, Senior Archaeobotanist, (MOLA) |
|                                   | Val Fryer BA MCIfA (Freelance specialist)     |

- 6.4 Pending approval of this WSI, the proposed start date for the archaeological works is yet to be confirmed. The Northamptonshire County Council Archaeological Advisor (NCCAA) will be given adequate advance notice of commencement of works. Reporting will follow within six weeks of completion of fieldwork.

## 7 HEALTH AND SAFETY

- 7.1 A site specific risk assessment and method statement (RAMS) will be prepared before the start of the project and will be updated throughout the project if appropriate. A copy of the RAMS will be provided following consultation with the client to NCCAA prior to work starting on site. All site staff are inducted in the site specific risk assessment and made aware of potential hazards before they commence the works on site.
- 7.2 MOLA is a responsible employer and all work is conducted in accordance with MOLA's established Health and Safety Policy. This provides a practical framework for the implementation of the Health and Safety at Work Act 1974, the management of Health and Safety at Work regulations 1992 and other relevant legislation. It has been noted that there are overhead power lines in the east corner of the site. This will be addressed within MOLA RAMS and mitigated against using 'goal posts' exclusion areas, warning signs, tool box talks and team briefings.

### **SARS-Cov-2 (COVID-19 Pandemic)**

- 7.3 At the time of writing, the ongoing SARS-CoV-2 (COVID-19) virus pandemic means specific health and safety conditions apply to working sites. This will be outlined in full in the detailed RAMS but key issues include restrictions to limit the proximity of team members, with a personal 2.0m exclusion area being put in place. The necessity for stringent cleanliness means soap and water will be required for frequent hand washing as well as disposable gloves, masks and hand sanitisers will be issued to team members for the duration of fieldwork. Social Distancing during travel to site and while using site welfare will be followed and strictly adhered to, along with any additional measures following Government Advice and ClfA Advice, and as detailed in the full RAMS. MOLA have 'Safe Working Practice', Staff Travel Letter and Risk Register documents in place.

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MOLA Northampton

5th August 2021

**APPENDIX 1: DATA MANAGEMENT PLAN**

| Project details              |   |            |        |                    |
|------------------------------|---|------------|--------|--------------------|
| Project Manager              | Paul Thompson   |            |        |                    |
| Project Name                 | Land at the rear of 39 Mill Lane, Kingsthorpe, Northamptonshire: Observation, investigation, recording, analysis and publication  |            |        |                    |
| Project Finance Code         | P21-323   |            |        |                    |
| Accession Code               | ENN 100342 (Northamptonshire)   |            |        |                    |
| Project stages covered       | Observation, investigation, recording, analysis and publication.  |            |        |                    |
| Related Policies             | Comply with national and local guidelines (HE 2015, Donnelly-Symes 2020) and the Project Brief (Northamptonshire County Council 2020).  |            |        |                    |
| Version control              |   |            |        |                    |
| Version                      | Author(s)   | Date:      | Status | Summary of Changes |
| 1                            | Paul Thompson   | 06-08-2021 | Draft  | -                  |
| Data Collection/Creation     |   |            |        |                    |
| Data to be Collected/Created | <p>All file formats created will meet the standards set out in MOLA's Data Management Procedure and Fieldwork Manual (2014).</p> <p>The recording of trenches, horizons, and all archaeological contexts encountered will be undertaken manually using pro-forma sheets and polyester film. They will during post excavation phase be scanned and digitally added to the archive. Sections and trench plans will also be hand drawn and added digitally during post excavation phase. The data will feed into the site's ORACLE CDE database.</p> <p>Overall photographic shots of the site and each trench will be taken prior to excavation and after backfilling, with detailed shots being made of individual features and groups as appropriate. The photographic record will consist of high-quality digital uninterpolated images of at least 12 megapixels. Digital photographs intended for archive purposes will comply with best practice i.e. high quality non-proprietary raw files (DNG) or TIFF images.</p> <p>The documentary archive for this phase of works will consist of:</p> <ul style="list-style-type: none"><li>– Text: PDF/A documents comprising completed site report, WSI, Brief</li><li>– Databases: ORACLE dataset</li><li>– Survey data: GIS DXF files</li><li>– Illustration files: AutoCAD DWG, PDF/A, MapInfo files</li></ul> <p>This will be submitted to ADS at the completion of the project as a single archive.</p> |            |        |                    |



|   |   |
|---|---|
| <b>How Data will be Collected/Created</b> | <p>The data will be created according to MOLA's Fieldwork Manual, MOLA'S Data Management Procedure, and in accordance with project specific agreements with NCCAAs.</p> <p>The Site will utilize the standard MOLA Data Management Procedure used to record features using context sheets.</p> <p>Site data will be captured using pro-forma context sheets and the MOLA Fieldwork Recording Manual.</p> <p>Sections and plans will be drawn on site then captured digitally during post excavation and added to the digital archive.</p> <p>Images will be taken using a camera with an APS-C or larger sensor with 12 megapixel camera.</p> <p>Survey data will be recorded accurately using Leica Viva Survey Grade RTK GNSS using SMARTNET real-time corrections, operating to a 3D tolerance of <math>\pm 0.05\text{m}</math> to Ordnance Survey National Grid and Datum. These data will be stored as DWG or similar file types.</p> <p>File structure will be created automatically by Union Square Knowledge Management System, and is thus controlled.</p> |
| <b>Relations</b>                          | N/A   |
| <b>Documentation and Metadata</b>         |   |
| <b>Metadata</b>                           | Metadata will be created to the standard set out in MOLA's Data Management Procedure. Metadata tables will be updated throughout the course of the project and will be archived along with the digital data at the end of the project.  |
| <b>Documentation</b>                      | The data will be accompanied by the site report, site paper archive, polyester film sheets, databases, survey data and processed illustrations as PDFs.   |
| <b>Ethical and Legal Compliance</b>       |   |
| <b>Data Security Issues</b>               | The dataset may contain commercially sensitive data. MOLA will not make data available to any persons outside of the previously detailed project team without discussion with Northamptonshire County Council.  |
| <b>Intellectual Property Rights</b>       | <p>The copyright of any written, graphic or photographic records and reports will rest with MOLA. The data and reports created by any external specialists will be MOLA Copyright; this will be managed through their contracts. Other data not owned by MOLA, such as OS data, HER datasets or historic maps, will be used under license and any downloaded data will be deleted from MOLA systems at the end of the term of the license agreement.</p> <p>Once the results of the work are deemed to have entered the public domain, Northamptonshire County Council will have permission to use the report for the purposes of the Historic Environment Record which may include limited photocopying by third parties.</p>  |
| <b>Data Storage</b>                       |   |
| <b>Storage and Backup</b>                 | <p>All data collected digitally will be backed up every three days on the MOLA server.</p> <p>Quality assurance processes will include records being checked in the office by Team Leaders prior to scanning. Any amendments will be made prior to scanning such as cross referencing.</p> <p>MOLA will retain a back-up of the digital data of the project for a minimum of five years following the deposition of the site archive, in accordance with MOLA's Digital Management Procedure.</p> <p>Paper archives and documentation will form one archive that will be deposited ultimately in Northamptonshire's Store.</p>  |

|                                       |   |
|---------------------------------------|---|
| <b>Access and Security</b>            | <p>Data recording platforms used including tabletop computers and laptops will be password protected to prevent un-authorised access.</p> <p>Data will be made available to the project team through the Union Square knowledge management system and controlled via password access, maintained and managed by MOLA IT support.</p>  |
| <b>Selection and Preservation</b>     |   |
| <b>Preservation Plan</b>              | <p>The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate.</p> <p>The physical site archive will be stored at MOLA Office, 30 Billing Road, Northampton upon completion of the evaluation fieldwork. Upon completion of full analysis, the physical project archive and hard copy of the evaluation report, will be deposited in the Northamptonshire Archaeological Archive Facility. The digital site archive comprising the report, database, digital photographs and survey data will be archived with the ADS. Further archiving decisions will be made in discussion with the NCCAAs and ADS at project completion stage.</p> |
| <b>Data Sharing</b>                   |   |
| <b>Data Sharing Plan</b>              | <p>During the course of the project, site data will need to be shared with external persons for the acquisition of specialist reporting. External specialists will be given access to copies of data and not original documentation.</p> <p>The data generated from this project will be made publicly available through submission to the Archaeological Data Service (ADS) as a digital archive and the finished report will be submitted to the Online Access to the Index of archaeological investigations (OASIS).</p> <p>The file types submitted will comply with ADS digital archiving guidance in order to ensure maximum compatibility and access.</p> <p>Proposals for publication and dissemination of the archaeological remains are at this stage restricted to Grey Literature style Report.</p>   |
| <b>Data Sharing Restrictions</b>      | <p>There are no known restrictions on the use of this data after project completion although data will be kept confidential during the course of the project.</p>   |
| <b>Responsibilities and Resources</b> |   |
| <b>Responsibilities</b>               | <p>In the absence of a dedicated Digital Data Officer, the Project Manager and the Senior Archaeological Archivist are responsible for ensuring the data management plan is followed.</p>   |
| <b>Resources</b>                      | <p>Guidance on digital data will be given throughout the project by Peter Rauxloh (Chief Digital Officer) and James Ladocha (Geomatics Manager), supported by MOLA IT staff.</p> <p>The costs of deposition of the digital archive will be an additional cost to the project budget.</p>  |
| <b>References</b>                     | <p>Donnelly-Symes, B, 2020, <i>Archaeological Archives Standard</i> Northamptonshire Archaeological Resource Centre</p> <p>MOLA 2014 <i>Archaeological Fieldwork Manual</i>, Museum of London Archaeology</p>   |