



JOHN MOORE HERITAGE SERVICES

ARCHAEOLOGICAL WATCHING BRIEF

AT

ADJ. DAM OF KING'S FISHPOND,

MARLBOROUGH, WILTSHIRE SN8 1BD

NGR SU 19168 69800

MAY 2023

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Summary

John Moore Heritage Services carried out an archaeological watching brief on land adjacent to the Dam of King's Fishpond, Marlborough, Wiltshire (NGR SU 19168 69800), during the construction of a rain gauge base kiosk and compound. No archaeological features were uncounated, with no evidence of the construction of the Dam of King's Fishpond being observed.

1 INTRODUCTION

1.1 Site Location (Figure 1)

The development site is located (NGR SU 19168 69800), located immediately adjacent to the Dam of King's Fishpond Scheduled Monument (List Entry Number 1005644; SU 19214 69789 to SU 19306 69837). The underlying geology is Lewes Nodular Chalk Formation with a sedimentary superficial alluvium deposit of clay, silt, sand and gravel.

1.2 Planning Background

It was planned that a kiosk and rain guage was to be established adjacent to the Dam of King's fishpond, Marlborough. Due to the archaeological and historical importance of the surrounding area, and in line with the Environment Agency's best practice obligations, a stage of archaeological monitoring was to be undertaken during any groundworks at the site.

1.3 Archaeological Background

The following archaeological background is adapted from the written scheme of investigation undertaken by JMHS (JMHS 2023).

The proposed development is located immediately adjacent to the Dam of King's Fishpond Scheduled Monument (List Entry Number 1005644; SU 19214 69789 to SU 19306 69837). The following information is derived from the list description:

The dam formed a part of a large fishpond known as King's Bay Mead or Great Bay fishpond, situated within the valley of the River Og. The fishpond was constructed in 1204 to provide fish for the Royal Manor of Marlborough, and is documented in the Pipe Roll of King John dating to 1206. The extant Scheduled Monument comprises two separate lengths of a flat-topped linear dam, now bifurcated by the River Og; a modern weir and bridge have been inserted into the breach in the dam. The western section, adjacent to the proposed development, measures 95m in length by 20m in width; the eastern extends for a further 67m. The extant bank measures approximately 20m in width and varies from 2.8 to 4m in height.

It is noted in the listing description that the structure is of significance due to its documentation in early historical records, in addition to the potential for the archaeological remains to contain: *'archaeological and environmental evidence relating to its construction, maintenance, longevity, social and economic significance, fishery information and landscape context.'*

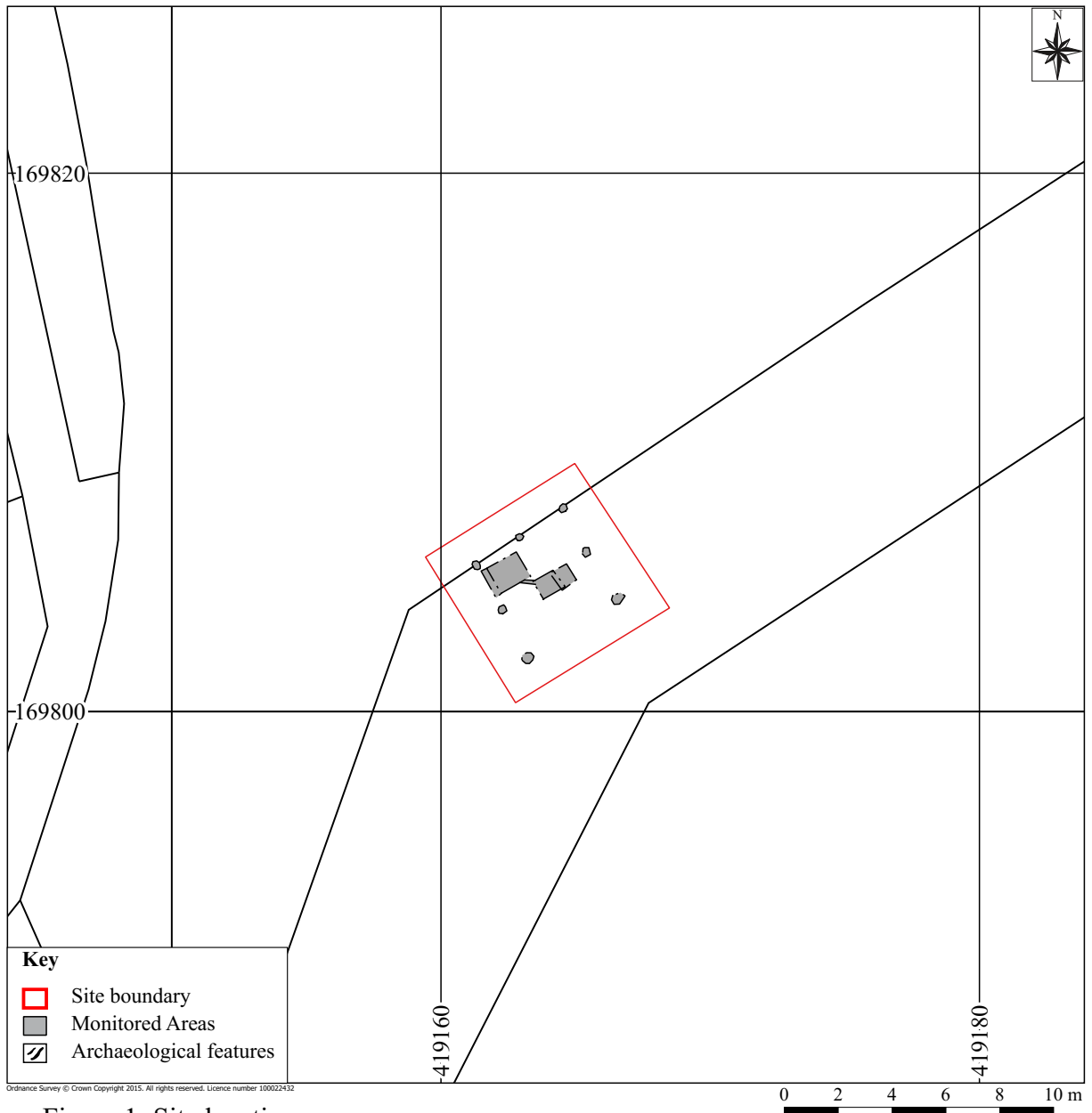
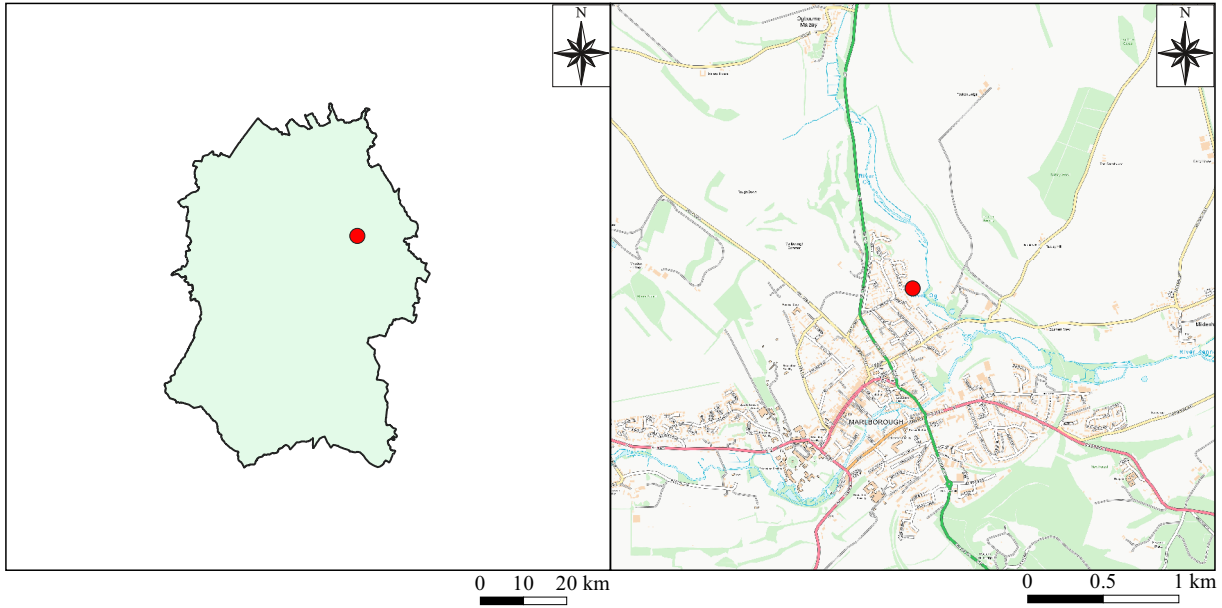


Figure 1: Site location

Beyond the dam itself there is little evidence of archaeological activity within the immediate area. An archaeological evaluation undertaken approximately 200m NNW identified an undated linear ditch, aligned NE-SW (MWI75276: SU 1914 7002). Though undated, the feature was overlain by a subsoil, indicating that it was of some age.

2 AIMS OF THE INVESTIGATION

The aims of the investigation as laid out in the Written Scheme of Investigation were as follows:

- To make a record of any significant archaeological remains revealed during the course of any operations that may disturb or destroy archaeological remains.

In particular:

- To record any evidence relating to the Dam of King's Fishpond.

3 STRATEGY

3.1 Research Design

John Moore Heritage Services carried out the work to a Written Scheme of Investigation (JMHS 2023) agreed with Paul Riccoboni, the Senior Archaeologist of the National Environmental Assessment Sustainability.

The recording was carried out in accordance with the standards specified by the Chartered Institute for Archaeologists (2020).

3.2 Methodology

Groundworks consisted of the excavation of two pads that would hold a kiosk base and rain gauge base, measuring 1m x 1m x 0.3m and 0.5m x 0.5m x 0.2m respectively, as well as eight posts holes for the surrounding metal fence to form a compound. Due to the small scale of the excavation, the work was carried out by hand.

Three of the post holes had already been excavated before the arrival of an archaeologist. The excavation of the remaining four post holes was monitored; however, the excavation of one of the post holes was postponed due to issues with the fence post. It was subsequently agreed with the Senior Archaeologist for the Environment Agency that this remaining post hole did not necessitate monitoring due to the limited potential for archaeological remains to be present.

The location of the two areas for concrete pads was initially found to be incorrect; after relocation, the excavation of the two areas was fully monitored and recorded. A

small trench was also excavated between the two concrete pads to connect them for electrical ducting.

Standard John Moore Heritage Services techniques were employed throughout, involving the completion of a written record for each deposit encountered, with scale plans and section drawings compiled where appropriate. A photographic record was also produced.

The resultant spoil from the works was visually scanned, especially for finds relating to the medieval Dam of King's Fishpond.



Plate 1: Location of the two concrete pads

4 RESULTS

All deposits and features were assigned individual context numbers. Context numbers with brackets () indicate deposits of material.

The earliest deposit encountered was a compact sandy clay alluvium deposit (1), light to mid brownish grey with rare sub-rounded chalk and flint inclusions measuring 1-100mm in size. The maximum depth observed of the alluvium deposit was 0.5m which was the limit of the excavation. The latest deposit encountered was a compact loamy clay topsoil, mid to dark brown with frequent sub-rounded pebbles 1-150mm in size. The maximum depth observed of the top soil was 0.25m (Plate 2). No archaeological features were observed.

Reliability of Results

The archaeological watching brief was undertaken with good cooperation from site staff, ensuring that the archaeological monitoring could be undertaken without impediment. The weather on site during the excavations were predominantly clear and sunny.



Plate 2: Concrete Pad 1

5 FINDS

5.1 Ceramics *by Paul Blinkhorn, Simona Denis*

Pottery *by Paul Blinkhorn*

The pottery assemblage comprised 12 sherds with a total weight of 128g. It was all post-medieval or modern, and all occurred in the topsoil context (2). The following fabric types were noted:

Creamware, 1740-1880 (Towner 1978). 1 sherd, 1g.

Glazed Red Earthenware, 16th – 19th century. (Brears 1969). 1 sherd, 63g.

Miscellaneous 19th and 20th century wares. 7 sherds, 43g.

Staffordshire-type Slipware, AD1680-1750 (Barker 2021). 1 sherd, 6g.

Verwood Ware, 1600-1900 (Draper 2002). 2 sherds, 15g.

The fabrics are all common finds in the region. Most of the sherds were abraded to some degree.

Clay Tobacco Pipe *by Simona Denis*

Two fragments of clay tobacco pipe weighing 4.92g in total, were recovered from topsoil (2). The state of preservation of the items was good, and allowed for positive identification as plain stem fragments with no diagnostic features, and could only be dated to the post-medieval period.

It is not recommended to retain the clay pipe assemblage due to its limited potential for further analysis and its provenance from topsoil.

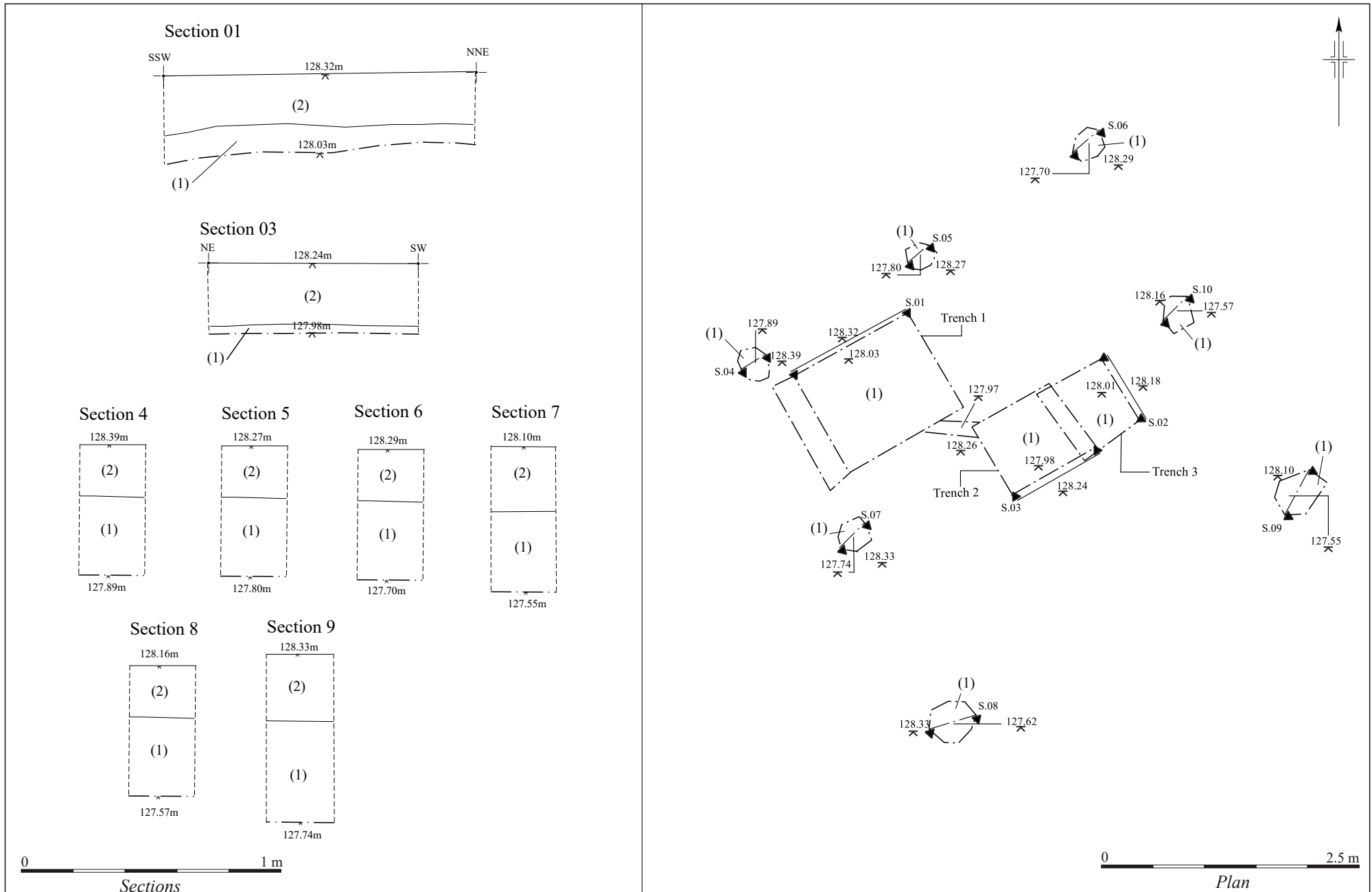


Figure 2: Site Plan and Sections

Tile by *Simona Denis*

Eight fragments of ceramic building material, weighing 192g in total, were hand-collected from topsoil (2). With the exception of a single example which partially preserved a circular peghole, no diagnostic features were preserved; however, the general aspect of the items suggested they originated from roof tiles.

The tile assemblage could be only broadly dated to the post-medieval period.

The ceramic building material is not recommended for retention due to its limited potential for further analysis and its provenance from topsoil.

5.2 Faunal Remains by *Simona Denis***Animal Bone**

A small fragment of animal bone cortex, weighing 0.27g, was collected from topsoil (2). The item did not preserve any diagnostic features and could only be generally identified as undetermined mammal.

The animal bone fragment is not recommended for retention due to its limited potential for further analysis and its provenance from topsoil.

Oyster Shell

A group of three oyster shells was collected from topsoil (2); the items were identified as one almost complete left valve and two smaller fragments of possible right valves of British Native Oyster or European Flat Oyster (Winder 2011), and weighed 25.6g in total.

It is not recommended to retain the oyster shell due to its limited potential for further analysis and its provenance from topsoil.

5.3 Other Finds by *Simona Denis***Glass**

Two fragments of glass of late post-medieval to modern date were recovered from topsoil (2). One item was thin and curved, olive green in colour and weighed 4.18g; it probably originated from a vessel or bottle. The second example weighed 2.66g, was flat and colourless, and might have originated from a window.

The glass fragments are not recommended for retention due to their limited potential for further analysis and its provenance from topsoil.

Iron

Three objects made of iron and severely affected by oxidation were found in topsoil (2). One of the items weighed 2g and was tentatively identified as a horseshoe nail. One bolt with a rectangular nut, weighing 34.07g, was also present. The third item

was fragmentary, appeared to be part of a staple or other fitting, and weighed 46.09g. All of the items were tentatively dated to the late post-medieval to modern period.

The iron objects are not recommended for retention due to their poor state of preservation, limited potential for further analysis and provenance from topsoil.

6 DISCUSSION

Though the location of the site was adjacent to the scheduled monument of the Dam of the King's Fishpond and within the area of what would have been the fishpond proper, the excavation did not extend deep enough to observe deposits associated with the construction of the Dam nor the fishpond.

Only naturally formed deposits were observed: a sandy clay alluvium and a top soil deposit that did yield unstratified post medieval and modern finds, which correspond with the recent and current land use of the area.

7 ARCHIVE

Digitised copies of all the primary records and drawings, as well as a selection of digital photographs, will be made publicly available as an appendix to the Final Report submitted to information-gathering tool OASIS (ID johnmoor1-515221), for public release in the Archaeology Data Service (ADS) Library.

Additionally, the most recent version of all digital files is maintained by John Moore Heritage Services (ID 4906) and will be made available to the public upon request (to admin@jmheritageservices.co.uk). Security copies of all primary records will be made in digital format and stored on the Company's server, together with final versions of all born-digital files.

The archive includes:

- Digitised primary records
- Digitised versions of primary drawings
- GPS raw data
- QGIS files
- Digital photographs
- Report text files

8 BIBLIOGRAPHY

Barker, D, 2021: *Developments in the North Staffordshire Pottery Industry 1600 - 1800 in N Brownsword, Alchemy and Metamorphosis*, 60-93 Topographies of the Obsolete, Stoke-on-Trent

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Chartered Institute for Archaeologists 2020 Standard and Guidance for an Archaeological Watching Brief

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Towner, D, 1978: *Creamware*. Faber and Faber, London

Winder, J. M, 2011 *Oyster Shells from Archaeological Sites*
(<https://oystersetcetera.files.wordpress.com/2011/03/oystershellmethodsmanualversion11.pdf>, accessed 22/02/2023)

Grid Squares	Area/Trench	Context Type DEPOSIT	Site Code MADKF23	Context (1)
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Plan No. on Drawing Sheet No. GPS	Section No. S.01, S.02, S.03 on Drawing Sheet No. #1	Add. Sheet
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DEPOSIT 1 Compaction 2 Colour 3 Composition 4 Inclusions 5 Horizon clarity 6 Comments 7 Method & Conditions	Description 1. COMPACT 2. LIGHT - MID BROWN GREY 3. SANDY CLAY 4. RARE SUBROUNDED INCLUSIONS (CHALK) 1-10mm, 2x 100mm CHALKSTONES 1x FLINT 100mm 5. CLEAR 6. ALLUVIUM 7. HAND EX
CUT 1 Shape in plan 2 Corners 3 Break of slope-top 4 Sides 5 Break of slope-base 6 Base 7 Orientation 8 Inclination of axis 9 Truncation 10 Fill Nos. 11 Other comments	
Dimensions Length: 0.24m > 1.20m Thickness/Depth: > 0.30m Width: > 0.24m - 1.20m	

Stratigraphic matrix	BELOW	Under (2) Filled by: _____ Cut by: _____	Physical Relationship
	CONTEMPORARY	Group No.: _____ Same as: _____	
	ABOVE	Over: _____ Fill of: _____ Cuts: _____	

Interpretation & Discussion: Internal External Structural Other (specify)

ALLUVIUM DEPOSIT
RARE CHALK - FLINT INCLUSIONS
1x SMALL PIECE OF SHELL OBSERVED
FROM
*** ENVIRO SAMPLE TAKEN / CONCRETE PAD 1.**

Environmental Samples Nos: <1>	FINDS none <input checked="" type="checkbox"/> pot <input type="checkbox"/> CBM <input type="checkbox"/> fauna <input type="checkbox"/> flora <input type="checkbox"/> flint <input type="checkbox"/> glass <input type="checkbox"/> metal <input type="checkbox"/> burntmat. <input type="checkbox"/>
Small Finds:	Other finds (specify):

Provisional Date:	Checked by (on site): _____ Date: _____
Completed by: AST Date: 18/4/23	Checked by (office): _____ Date: _____

Grid Squares	Area/Trench	Context Type DEPOSIT	Site Code MADKF23	Context (2)
Plan No. on Drawing Sheet No. GPS		Section No. S.01, S.02, S.03 on Drawing Sheet No. #1		Add. Sheet

DEPOSIT 1 Compaction 2 Colour 3 Composition 4 Inclusions 5 Horizon clarity 6 Comments 7 Method & Conditions	Description 1. COMPACT. 2. MID-DARK BROWN. 3. LOAMY CLAY. 4. FREQUENT SUBROUNDED PEBBLES. 1-150mm. ABUNDANT GRASS ROOTS. 5. CLEAR. 6. TOP SOIL. 7. HAND EA.
CUT 1 Shape in plan 2 Corners 3 Break of slope-top 4 Sides 5 Break of slope-base 6 Base 7 Orientation 8 Inclination of axis 9 Truncation 10 Fill Nos. 11 Other comments	
Dimensions Length: >0.24m >1.20m Thickness/Depth: 0.25m Width: >0.24m >1.20m	

Stratigraphic matrix	This context is: (2)	BELOW Under: Filled by: Cut by:	Physical Relationship
	This context is: (1)	CONTEMPORARY Group No.: Same as:	
		ABOVE Over: (1) Fill of: Cuts:	

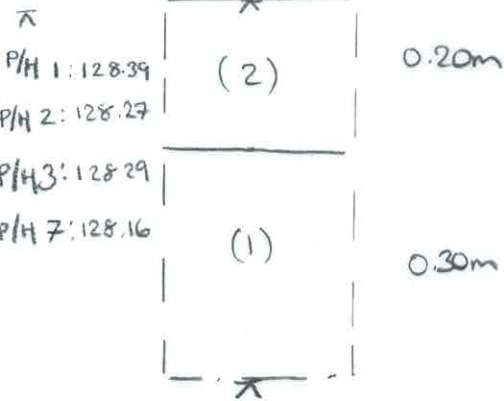
Interpretation & Discussion: Internal External Structural Other (specify)

TOP SOIL - OVERLYING ANTIQUARIAN DEPOSIT. ~~NO~~ ~~NO~~ ~~NO~~
 MODERN CBM OBSERVED AS WELL AS. POS. MEDIUM POTTERY, POST MED POTTERY AND FE OBJECTS, OYSTER SHELL.
 TOP SOIL APPEARS QUITE THICK IN DEPTH NO CLEAR SUB SOIL COULD BE SEEN.
 * ENVIRO SAMPLE TAKEN FROM CONCRETE PAD.

Environmental Samples Nos: (2)	FINDS none pot CBM fauna flora flint glass metal burntmat. <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Small Finds:	Other finds (specify):

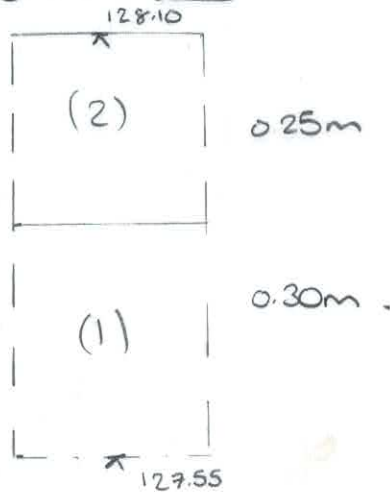
Provisional Date:	Checked by (on site):	Date:
Completed by: AST Date: 18/4/22	Checked by (office):	Date:

MADKF23 AST 18/04/23
 SKETCH OF POST HOLES
 1, 2, 3 + 7
 S4/S5/S6/S10

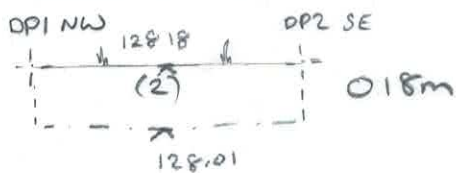
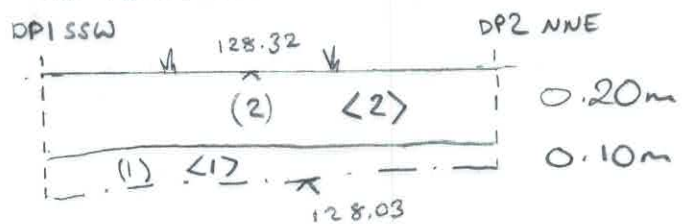


P/H 1: 128.39
 P/H 2: 128.27
 P/H 3: 128.29
 P/H 7: 128.16

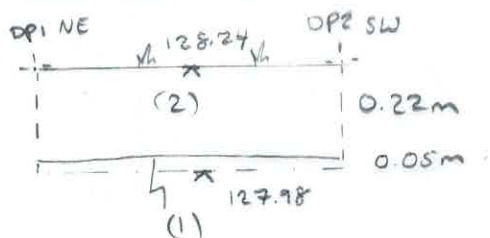
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 6 S9 1:10



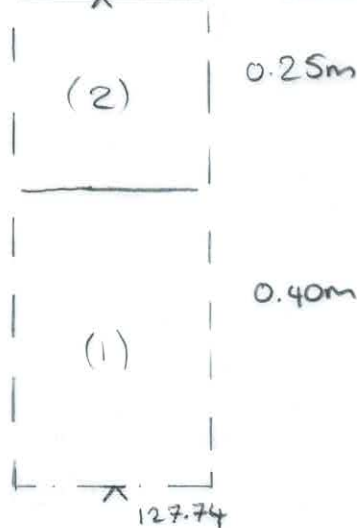
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 CONCRETE PAD 1



MADKF23 S.03 1:20 AST 19/04/23
 NEW LOCATION OF CONCRETE PAD 2

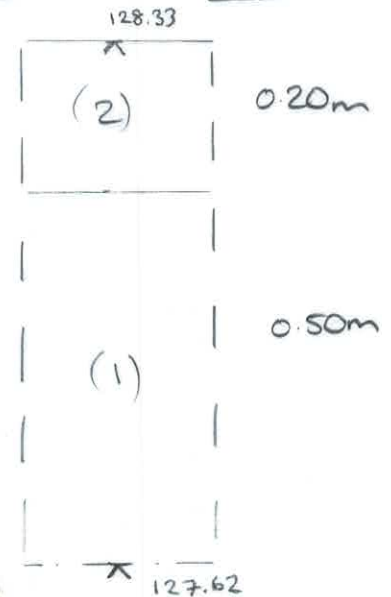


MADKF23 AST 18/04/23
 SKETCH OF POST HOLE
 S.7 4 128.33 1:10



MADKF23
 #1

MADKF23 AST 18/04/23
 SKETCH OF POST HOLE
 S.5.8 1:10



**MARLBOROUGH
ADJACENT TO DAM OF KING'S FISHPOND**

ARCHAEOLOGICAL WATCHING BRIEF

DATA MANAGEMENT PLAN

APRIL 2023

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	23/03/2022	Simona Denis	Edits to Created Data section
9.0	Draft	11/04/2023	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
7.1	Draft	24/11/2021	Simona Denis		Bibliography update Minor edits to Data Set ID Formatting
7.2	Draft	31/12/2021	Simona Denis		Minor edits to Responsibilities and Resources
8.1	Draft	23/03/2022	Simona Denis		Minor edits to Data Set ID Minor edits to Bibliography Created Data table update Minor edits to Responsibilities and Resources
8.2	Draft	11/04/2023	Simona Denis		Bibliography update
9.1	Draft	27/04/2023	Simona Denis		Edits to reflect the results of the archaeological investigation
9.2	Final	25/08/2023	Simona Denis		Revision for final project archive

Section 1 – Administrative Data
Data Set ID
Site code: MADKF 23 JMHS project no: 4906 OASIS ID: johnmoor1-515221
Project Name
Adjacent Dam of King's Fishpond, Marlborough
Data Set Description
Nature of project: Watching Brief Aims of investigation: to record any evidence relating to the Dam of King's Fishpond Investigation techniques: Groundworks consisted of the excavation of two pads that would hold a rain gauge base kiosk, measuring 1m x 1m x 0.3m and 0.5m x 0.5m x 0.2m, as well as eight posts holes for the surrounding metal fence to form a compound. Due to the small scale of the excavation, the work was carried out by hand Three of the post holes had already been excavated before the arrival of an archaeologist. The excavation of the remaining four post holes was monitored; however, the excavation of one of the post holes was postponed due to issues with the fence post. It was subsequently agreed with the archaeological advisor for the Environment Agency that this remaining post hole did not necessitate monitoring due to the limited potential for archaeological remains to be present The location of the two areas for concrete pads was initially found to be incorrect; after relocation, the excavation of the two areas was fully monitored and recorded. A small trench was also excavated between the two concrete pads to connect them for electrical ducting Purpose: construction of kiosk and rain gauge
Project Funder
Environment Agency
Project Manager
John Moore (Director), John Moore Heritage Services
Principal Investigator
Aimée Skillen-Thompson (Project Supervisor), John Moore Heritage Services
Data Contact Person
Simona Denis (Archive Manager), John Moore Heritage Services
Data Management Policies and Guidance
<ul style="list-style-type: none"> • Archaeology Data Service, 2022 <i>Instructions for Depositors</i> • Australian Research Data Commons, 2022 <i>Data Management Plans</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 • Historic England, 2018 <i>Historic England Excavation Recording Manual</i> • International Standards Organization, 2003 standards: <i>Reference Model (ISO 14721:2003)</i> • John Moore Heritage Services, 2023 <i>POL0006: Quality Control Policy Statement</i> • John Moore Heritage Services, 2023 <i>POL0010: Digital Archives Preservation Policy Statement</i> • John Moore Heritage Services, 2023 <i>POL0014: Data Protection Policy Statement</i> • John Moore Heritage Services, 2023 <i>Archive Guidelines. Draft</i> • John Moore Heritage Services, 2023 <i>Adj. Dam of King's Fishpond, Marlborough, Wiltshire SN8 1BD Archaeological Watching Brief. Archaeological Written Scheme of Investigation</i> • Skillen-Thompson, A., 2023 <i>Archaeological Watching Brief at Adj. Dam of King's Fishpond, Marlborough, Wiltshire SN8 1BD</i>. JMHS Unpublished Report No.4906 • The National Archives, 2011 <i>Digital Preservation Policies: Guidance for archives</i>

- 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
- Wiltshire Archaeological & Natural History Society Collections Trust, 2022 *Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives to Wiltshire Museum, Devizes*

Section 2 – Data Collection

Assessment of Existing Data

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

Created Data

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

File Type	File Format	Data Archive Volume
Text	.odt	1 file, 39,000 bytes
	.docx	None
	.doc	3 files, 3,892,000 bytes
	.pdf	3 files, 1,401,000 bytes
Spreadsheet	.xlsx	2 files, 17,000 bytes
Raster Image	.jpg	32 items, 131,793,435 bytes
Vector Graphic	.dxf	None
	.svg	3 files, 1,670,475 bytes
Photogrammetry	.obj/.mtl/.jpg	None
Geospatial Vector Data	shp/.shx/.dbf	6 files, 195,000 bytes

Data Collection Standards and Methodologies

- Analogue data sets

Acquisition standards are defined against the following:

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, 2022 *Field Handbook*. Draft

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

- Digitised data sets

Acquisition standards are defined against the following:

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:

Archaeology Data Service/Digital Antiquity, 2011 *Guides to Good Practice*

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

Data Storage and File Naming System

- The working project archive is stored in a dedicated project folder in the 'Projects' partition of the company's server
- All files were 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 include
 - Company's project identifier
 - File descriptor
 - Version number

All files are 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 were calibrated prior to use and are periodically checked
- All collected data is checked during project delivery

Section 3 – Documentation and Metadata**Data Documentation**

Data documentation is compliant with the WSI and Archaeology Data Service requirements and is 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 was migrated to

- widely supported international standards
- most recent format version

Metadata

All metadata was created in compliance with relevant ADS standards, and specifies for all file types:

- File name
- File format
- Language
- Creation/conversion software and version
- In addition, metadata for document files indicate:
 - Title
 - Abstract
 - Name of the creators
 - Page count
 - Publishing details
- In addition, metadata for spreadsheet indicate:
 - Title
 - Description
 - Name of the creators
 - Copyright holder
 - Date of creation
 - Worksheet name
 - Worksheet purpose
 - Number of rows in each worksheet
 - Field name
 - Description of field contents
- In addition, metadata for raster image files indicate:
 - Caption
 - Subject keywords
 - Period
 - Name of the creator
 - Copyright holder
 - Location
 - Date of the capture of the image
- In addition, metadata for vector graphic files indicate:
 - Caption
 - Description
 - Name of the illustrators
 - Copyright holder
 - Period of creation
 - Location
 - Conventions used in the illustration
 - Location
- In addition, metadata for geospatial vector data files indicate:

- Type of element captured
- Type of features and/or contexts represented
- Purpose of data collection
- Data source and type
- Data accuracy level
- Coordinate system used
- Method of capture
- Name of surveyor

Section 4 – Ethics and Intellectual Property

Legal and Regulatory Framework

The following acts and directives were 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 were collected in the form of:

- Donor
 - Name
 - Address
- Project Team Members
 - Name
- External Specialist
 - Name

Personal Data Management

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

- Written consent to process and share with the repository personal data was secured for the use specified below:
 - Project Team Members: Names are included in the project archive
 - External Specialist: Name is included in the project archive and in the licence of copyright documentation
- Files containing personal data is:
 - Password-protected
 - Securely stored on a server partition with restricted access
 - Kept only as long as necessary for the relevant, valid purposes

Intellectual Property Rights (IPR)

- Copyright Holder: John Moore Heritage Services is 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 was secured
- Licence of Copyright: John Moore Heritage Services grants to Archaeology Data Service perpetual and royalty-free licence throughout the world to:
 - reproduce all or any part of the project archive for the purposes of research, study, conservation or publicity relating to Archaeology Data Service
 - display copies of all or part of the project archive in any medium
 - publish any part of the project archive in any form or medium
 - 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

<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Digital copies of the primary records were made immediately on completion of fieldwork and stored on the company's server • Security copies of all archive records and born-digital files were made in digital format and stored on the company's server
Data Storage and Access
<p>Data storage</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ The main server backs up to the Synology C2 Cloud Backup Server daily, starting at 17:30 ○ 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 <p>Data access</p> <ul style="list-style-type: none"> • 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

Section 6 – Selection and Preservation

Appraisal and Selection of Data

All data generated by all stages of the project is stored on the company's server. An appraisal of the digital data was carried out at the project report stage. A further assessment was carried out during the preparation of the project archive, in order to select data for long-term curation.

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

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

The selection of data was agreed with relevant stakeholders.

Data Reuse

The project failed to reveal any evidence relating to the Dam of King's Fishpond.

The results might be:

- used to aid the future management of the archaeological site

Selection Review Points

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

- Project Design
- Project Reporting
- Archive Preparation

Selected Data Preparation

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

Normalisation included:

- Format migration to widely supported open international standards
- Version migration to most recent format version

<ul style="list-style-type: none"> • File naming normalisation to ADS standards • Organisation in the predefined file structure <p>Metadata compliant with ADS standards will be generated for all selected data</p>
Long-Term Preservation of Selected Data
<p>Selected data was transferred to the appropriate repository:</p> <ul style="list-style-type: none"> • Digital data: selected data was prepared for long-term curation and transferred to the CoreTrustSeal certified Archaeology Data Service via OASIS
Long-Term Preservation of Deselected Data
<ul style="list-style-type: none"> • 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 via the following:

- Project final results for all types of recording actions were made publicly available in digital format via the OASIS Index of Archaeological Investigations
- 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

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 is granted via deposition with the Archaeology Data Service via OASIS

Section 8 – Responsibilities and Resources

Responsibilities

Roles and responsibilities are 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
- External company (Oxford Mac Solutions Ltd): Data storage and backup management
- Post-Excavation Manager (Simona Denis): Implementation of relevant policies, implementation, review and revision of the DMP, supervision of collection, production, storage, backup and management of all data sets, 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 covered by standard John Moore Heritage Services resources and project budget.



**MARLBOROUGH
ADJACENT TO DAM OF KING'S FISHPOND**

ARCHAEOLOGICAL WATCHING BRIEF

SELECTION STRATEGY

APRIL 2023

Project Information		
Project Management		
Project Manager	John Moore	
Archaeological Archive Manager	Simona Denis	
Organisation	John Moore Heritage Services	
Stakeholders		Date Contacted
Collecting Institutions	Wiltshire Museum, Devizes Archaeology Data Service via OASIS	27/04/23
County Archaeological Services	Wiltshire County Council	04/05/2023
Project Manager	John Moore	11/04/2023
Developer	Environment Agency	22/05/2023 20/06/2023 17/07/2023
Specialists	Paul Blinkhorn	26/04/2023
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 approved WSI. The aims of the projects are to investigate any evidence relating to the Dam of King's Fishpond. The project failed to reveal any evidence relating to the Dam of King's Fishpond.		

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	Digital files were reviewed following the approval of the final report by the Buckinghamshire County Archaeological Services and only the most recent versions were retained. Files will be made available to the public upon request (to admin@jmheritageservices.co.uk) and via deposition with Archaeology Data Service. Security copies of all primary records were made in digital format and stored on the Company's server, together with final versions of all born-digital files. The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0010 Digital Archives (available upon request)		
Amendments			
Date	Amendment	Rationale	Stakeholders
27/04/2023	Retention strategy revision	Revision following the completion of the final report	John Moore Simona Denis Archaeology Data Service
25/08/2023	Retention strategy finalisation	Finalisation for archive preparation	John Moore Simona Denis Archaeology Data Service

Section 2 - Documents			
Stakeholders			
Project Manager	John Moore		
Archaeological Archive Manager	Simona Denis		
Repository Representative	Lisa Brown		
Selection			
Selected Documents	The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0010 Digital Archives (available upon request)		
De-Selected Documents	The primary records were not selected for retention due to the results detailed in the final report, which indicate the project is to be considered a 'sterile project' as per ClfA guidance (https://www.archaeologists.net/selection-toolkit/sterile-projects). Digital copies of all primary records are maintained by John Moore Heritage Services and will be made publicly available as an appendix to the Final Report submitted to information-gathering tool OASIS (ID johnmoor1-515221), for public release in the Archaeology Data Service (ADS) Library. The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0009 Archives (available upon request)		
Amendments			
Date	Amendment	Rationale	Stakeholders
27/04/2023	Retention strategy revision	Revision following the completion of the final report	John Moore Simona Denis Lisa Brown
25/08/2023	Retention strategy finalisation	Finalisation for archive preparation	John Moore Simona Denis Lisa Brown

Section 3 - Materials			
Stakeholders			
Project Manager	John Moore		
Archaeological Archive Manager	Simona Denis		
Repository Representative	Lisa Brown		
County Archaeological Services	Wiltshire County Council		
Specialist	Paul Blinkhorn		
Material Type			
Bulk Finds			
Selection			
Selected Materials			
All materials recovered during fieldwork were returned to JMHS offices for cleaning and assessment.			
The material archive was reviewed and de-selected based on the results and recommendations of the finds specialists, the Wiltshire Museum, Devizes collection policy and the South-West Archaeological Research Framework for the Historic Environment Resource Assessments and Research Agendas recommendations. The selection took place following the completion of the report. The de-selection and dispersal took place during the archive completion.			
Uncollected Material	None		
De-Selected Materials	The post-medieval materials collected from topsoil were analysed and the information was included in the final report. None was selected for retention. Materials not selected for retention will be reburied in a geo-located position to prevent re-entering the archaeological record.		
Amendments			
Date	Amendment	Rationale	Stakeholders
27/04/2023	Retention strategy revision	Revision following the completion of the final report	John Moore Simona Denis Lisa Brown Wiltshire County Council Paul Blinkhorn
25/08/2023	Retention strategy finalisation	Finalisation for archive preparation	John Moore Simona Denis Lisa Brown Wiltshire County Council Paul Blinkhorn

OASIS Summary for johnmoor1-515221

OASIS ID (UID)	johnmoor1-515221
Project Name	Dam of King's Fishpond, Malborough
Sitename	Dam of King's Fishpond, Malborough
Sitecode	MADKF 23
Project Identifier(s)	MADKF 23, 4906
Activity type	Watching Brief
Planning Id	
Reason For Investigation	Statutory requirement
Organisation Responsible for work	John Moore Heritage Services
Project Dates	18-Apr-2023 - 18-Apr-2023
Location	Dam of King's Fishpond, Malborough NGR : SU 19168 69800 LL : 51.42688620978119, -1.725692878387665 12 Fig : 419168,169800
Administrative Areas	Country : England County : Wiltshire District : Wiltshire Parish : Marlborough
Project Methodology	<p>Groundworks consisted of the excavation of two pads that would hold a rain gauge base kiosk, measuring 1m x 1m x 0.3m and 0.5m x 0.5m x 0.2m, as well as eight posts holes for the surrounding metal fence to form a compound. Due to the small scale of the excavation, the work was carried out by hand.</p> <p>Three of the post holes had already been excavated before the arrival of an archaeologist. The excavation of the remaining four post holes was monitored; however, the excavation of one of the post holes was postponed due to issues with the fence post. It was subsequently agreed with the archaeological advisor for the Environment Agency that this remaining post hole did not necessitate monitoring due to the limited potential for archaeological remains to be present.</p> <p>The location of the two areas for concrete pads was initially found to be incorrect; after relocation, the excavation of the two areas was fully monitored and recorded. A small trench was also excavated between the two concrete pads to connect them for electrical ducting.</p>
Project Results	<p>Though the location of the site was adjacent to the scheduled monument of the Dam of the King's Fishpond and within the area of what would have been the fishpond proper, the excavation did not extend deep enough to observe deposits associated with the construction of the Dam nor the fishpond.</p> <p>Only natural deposits were observed: a sandy clay alluvium and a top soil deposit that did yield unstratified post medieval and modern finds, which correspond with the recent and current land use of the area.</p>
Keywords	
Funder	Environment Agency
HER	Wiltshire and Swindon HER - unRev - STANDARD
Person Responsible for work	J Moore
HER Identifiers	
Archives	

