

Archaeological Monitoring and Recording

**Land at Butterwick Grange Farm, Sand Road, West Butterwick, North
Lincolnshire, DN17 3LJ**

NGR: SE 81421 05420
Planning Authority: North Lincolnshire Council
Planning Reference: PA/2022/2125
PCAS job number: 2927
PCAS Sitecode: BKGM 24
NLM sitecode: to be confirmed

Prepared for

William F Moore Warplands Ltd.

By

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May 2024



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Fig. 1: Site location map at scale 1:25,000. OS Explorer map sheet 280 Isle of Axholme. Site location is shown in red (OS mapping © Crown copyright. All rights reserved. PCAS licence no. 100049278).

Fig. 2: Position of the new farm workers dwelling on land at Butterwick Grange Farm, showing the planned gravel driveway and services. 1:1000 (original scale 1:500). Extract from drawing ref 1162_01_B

Fig. 3: Footprint of the new dwelling. 1:100. Extract from drawing ref 1162_02_F

Appendices

Appendix 1: Data Management Plan

1.0 Introduction

PCAS Archaeology Ltd. (PCAS) was requested by William F Moore Warplands Ltd. to prepare a specification for archaeological monitoring and recording in association with the replacement of the existing dwelling at Elmcroft, Brigg Road, Scawby.

The site lies on the eastern periphery of the modern village, with prehistoric and Roman artefacts recovered from the adjacent field and cropmarks of likely contemporary date a little to the north.

The North Lincolnshire Historic Officer has recommended a scheme of archaeological monitoring of the redevelopment groundworks, to ensure that any archaeologically significant features and / or artefacts are identified and recorded. This document details the methodology to be employed during the fieldwork, and the post-excavation reporting and archiving procedures. It follows current best practice and appropriate national guidance including:

- NPPF, National Planning Policy Framework (2023)
- ClfA Code of Conduct (2022)
- ClfA Standards and Guidance for Archaeological Watching Brief (2020)
- Management of Research Projects in the Historic Environment (MoRPHE)

This strategy is subject to the approval of the Historic Environment Officer for North Lincolnshire Council.

2.0 Site location and description (Fig. 1)

West Butterwick is a village and civil parish in the Isle of Axholme. It lies on the western bank of the River Trent opposite its neighbour East Butterwick. The village is a generally linear settlement arranged north-south parallel to the adjacent river, with roads branching westwards from North / South Street linking with neighbouring villages. Sand Lane extends west-southwest from the village core.

The site is located approximately 2km west southwest from the village core along Sand Lane. Butterwick Grange Farm occupies a plot on Sand Lane, with the road adjusting its course through and around the farmyard and house. The site of the current project lies in the northeast corner of the complex, east of the farmhouse and north of the working yard.

The approximate centre of the redline site is SE 8139 0539; the actual proposed development footprint, which is much smaller, lies in the NE part of the redline and is centred on SE 81421 05420.

3.0 Topography and geology

The solid geology for the site is Mercia Mudstone, overlain by Sutton Sand Formation – Sand, with Alluvium and Warming material also recorded in the area. (<https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>).

The site lies in the Isle of Axholme, a naturally low-lying area at the confluence of the Rivers Trent and Ouse forming the River Humber, with the River Idle to the south. Former marshland, topographic levels in the area remain low; in the footprint of the new dwelling a level of approximately 1.70m has been recorded.

4.0 Planning Background

The National Planning Policy Framework (NPPF) came into force in March 2012 (updated December 2023). This places the responsibility for dealing with heritage assets affected by development proposals with the developer. Developers are required to 'record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible' (NPPF, p211). Developers are obligated to produce a definitive method of archaeological mitigation to fulfil this requirement.

A planning application to erect a new farm worker's dwelling at Butterwick Grange Farm, West Butterwick has been approved by North Lincolnshire Council, application ref PA/2022/2125. The property will have three floors, the lower floor being an integral garage and the two floors of living accommodation above accessed via internal and external stairs.

The Historic Environment Officer for North Lincolnshire has recommended that as the site lies close to cropmarks of a probable Iron Age / Romano-British date a program of archaeological monitoring and recording should be undertaken during the project groundworks (consultation dated 29/6/23). This will ensure the preservation by record of any encountered buried remains.

This document details the methodology of the archaeological mitigation. It details both the fieldwork methodology and the post-excavation reporting and archiving procedures and timetable. This project design is subject to the approval of the North Lincolnshire Historic Environment Officer.

5.0 Archaeological and Historical Background

A Heritage Statement (Francis, 2023) has been prepared in association with this development and will be made available to all those undertaking fieldwork and post-excavation assessment. A summary of the archaeological background from the assessment follows:

The Isle of Axholme was periodically submerged throughout prehistory, often leaving islands of higher ground isolate in the marsh that would have been a focus for activity during this period. Scatters of worked flints are evidence of the exploitation of the marshes in early prehistory, with falling sea levels in the Iron Age and Roman period allowing for occupation and agriculture. Cropmarks around the site are thought to relate to this later activity, with one such complex of probable enclosures and ditches extending over several fields approximately 250m southwest of the site.

The site lies between the historic settlements of West Butterwick and Beltoft, on land that was probably part of the open field system of these parishes. Post-medieval warping (deliberate flooding of the area to fertilise the soils with a rich new sediment carried by the flood waters) will have hidden traces of ridge and furrow earthworks, should they have once occurred here, as this area remained liable to flooding throughout the medieval period.

Attempts to drain and reclaim the land of the Isle of Axholme have been ongoing since the early medieval period, but a wider scheme of dyke building funded by the Participants in the early 17th century. This led to a network of drainage ditches across the Isle that formed natural field enclosures, and led to a change in the farming practices here. The field system today is the result of this and later drains, and many of the extant farmsteads around the parish date from the post-medieval period.

Butterwick Grange Farm on the north side of Sand Lane, and Common Farm on the south, are both listed on the North Lincolnshire HER as historic 19th century farmsteads. Today Common Farm comprises modern farm buildings forming part of Butterwick Grange Farm's

beet processing plant. W. F. Moore (Warplands) Ltd have been farming at Butterwick Grange since 1939, primarily arable cultivation of the fields surrounding. Historic mapping suggests that while there have been various outbuildings around the farm and the site has been an enclosed part of the complex since at least the later 19th century there has been no previous buildings on the footprint of the new farmworkers dwelling.

6.0 Archaeological Requirement

The development has the potential to encounter previously unknown archaeological features and artefacts which could add to the current understanding of early occupation in West Butterwick. The extent of the features associated with the Iron Age / Romano-British cropmarks close to the site is unknown.

To investigate and record any encountered archaeological features, a scheme of continuous archaeological monitoring is required during **all** project groundworks. This may include (not exhaustively):

- Landscaping of the area to facilitate the construction;
- Excavations for new building foundations;
- Excavation of services and drainage features;

The site development plans are shown on Figures 2&3. Additional plans detailing the plots and drainage may be sought from the client for use in the fieldwork and post-excavation.

The aims of the monitoring are to investigate the archaeological potential of the site and the impacts of later activity on any earlier remains; to preserve by record any archaeological horizons encountered while ensuring the ensure the completion of the redevelopment project.

The purpose of the monitoring should be to identify and record, characterising and/or dating where possible, any encountered buried remains encountered during the groundworks of the development.

The project has the potential to add to the East Midlands Historic Environment Research Framework (Knight et al, 2012, <https://researchframeworks.org/emherf/>). The research questions of the Framework Agenda should be considered both during the fieldwork and post-excavation reporting, with topics and research questions that may be relevant identified and defined throughout the project.

An online record of the project will be initiated with the Archaeological Data Service (OASIS database). This will be updated and completed during the post-excavation phase of the project, including an uploaded digital copy of the report.

The archaeological fieldwork will be completed in accordance with the methodology detailed below. The attending archaeologist will have a copy of this WSI available at all times during the project groundworks.

7.0 Fieldwork methodology

All archaeological monitoring and recording will be undertaken by suitably qualified/experienced professional archaeologists/ PCAS Project or Field Officers.

Unless ground conditions dictate otherwise, all machine excavation subject to archaeological monitoring will be undertaken using a mechanical excavator fitted with a flat toothless blade. If a toothed blade is required to remove hardcore layers (for example to remove existing building footings), the excavator will revert to using a smooth blade as soon as possible to allow for archaeological features to be identified. Where significant archaeological remains are encountered hand excavation may be necessary.

The archaeologist monitoring the groundworks will cause the least possible disruption to the development programme, but at any time may request a pause in groundworks to assess any potential features or deposits; and to allow for the careful cleaning, excavation and recording of any features that have been identified. The archaeologist will keep the groundworkers informed of developments and progress.

Subject to Health & Safety regulations, all archaeological deposits and features manually cleaned and examined sufficiently to determine their date, character and survival condition. Should significant remains be exposed, it may, in consultation with the client / landowner and the North Lincolnshire Historic Environment Officer, be necessary to more fully expose these remains to establish the extent / character of the archaeological remains encountered.

A full written drawn and photographic record of each significant stratigraphic horizon and archaeological feature will be made, including any colluvial or other natural deposits identified on the site.

A written record of each significant stratigraphic unit, including cuts, deposits, structures etc. will be made on standard PCAS Archaeology Ltd Context recording sheets; this will include, where necessary, masonry, timber / worked wood, brickwork. This documentary record will include sketch plans noting the approximate location of any recorded archaeological features and sections in relation to surrounding features, and hachures, to supplement the measured plans.

The basis for field recording will be measured scale plans based on development plans supplied by the client. Any archaeological remains encountered will be accurately plotted using GPS accurate to 0.03m, or by triangulation where the GPS is not available. Where required, plans of individual features or groups of features will be hand drawn (1:50 or 1:20), the location of these plans recorded using the GPS for later integration into a final site plan. Section drawings through features and representative sections will be hand drawn (1:10 or 1:20) and plotted using the GPS.

A written record of each significant stratigraphic unit, including features, deposits, structures etc. will be made on standard PCAS Context Record Sheets to include, where necessary, masonry, timber / worked wood, brickwork. This documentary record will include sketch plans noting the approximate location of any recorded archaeological features and sections in relation to surrounding features, and hachures, to supplement the measured plans.

Structured written records will be supplemented by a narrative account in the form of a site diary maintained by the lead Project Archaeologist, recording progress, initial interpretations, site visitors, weather conditions, disputes etc. The archaeologist will pay due attention to the landscape aspect of any exposed remains – both the cultural and the natural landscape – which may necessitate a rudimentary assessment to be made of neighbouring conditions (e.g. visible earthworks in adjacent areas, surface observation, standing buildings, vegetation cover etc).

A digital and colour slide (a requirement for the Sites and Monuments Record Archive) photographic record will be maintained during the course of the archaeological intervention. The photographic record will include:

- general site shots;
- specific stages of fieldwork;
- individual features and, where appropriate, their sections;
- groups of features, where relationships are important.

Artefacts

Due to the potential for metalwork within the current project the excavation areas will be scanned with a metal detector both before and after the area strip, all spoil heaps shall also

be checked. Metal detecting will be undertaken by suitably qualified personnel. The metal-detector model PCAS Archaeology Ltd currently has available is the Fisher M-scope 1236-X2, which will be set to a high sensitivity setting for maximum depth, and a relatively low discrimination to pick up a wide range of objects; there will be no discrimination against iron objects during the surveys.

All artefacts will be treated in accordance with UKIC guidelines, First Aid for Finds (Watkinson & Neale 1998). All finds will be bagged and labelled according to the individual deposit from which they were recovered, ready for later cleaning, marking and analysis. A specialist assessment will be made of the artefacts recovered with a view to their potential for further study. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

All finds that qualify as 'treasure' under the 1996 Treasure Act (Treasure Act Code of Practice – 2023 revision) will be treated in accordance with the Act; HM Coroner will be informed and the finds will be safely stored. The local Finds Liaison Officer (martin.foreman@northlincs.gov.uk) may be contacted for advice in the first instance.

Human Remains

No human remains have previously been recorded in the vicinity of the site.

If human remains are encountered, the Historic Environment Officer will be notified, and in accordance with current legislation (Church of England (Miscellaneous Provisions) Measure 2014, No. 1 Section 2), an Exhumation Licence will be requested from the Secretary of State and the local Environmental Health Officer advised.

Excavators should be aware of current legislation regarding human remains and pay due attention to Health and Safety. All work involving human remains will be carried out according to the standards and guidelines recommended by the British Association of Biological Anthropologists and Osteologists in conjunction with the ClfA guidelines.

All reasonable requests of interested parties concerning the methods of removal, re-interral or disposal of the remains and associated items will be complied with, and attempts will be made at all times not to cause offence to interested parties.

Environmental Sampling

Any securely stratified dated or undated archaeological deposits considered suitable will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological and environmental remains. Industrial residues and waste from craft and manufacturing processes are also routinely sampled.

Where possible, deposits will be sampled in 40l quantities, less if necessary (up to 100% of the deposit). All samples will be labelled with the site code, context number and sub-sample count (e.g. '1 of 4', '2 of 4') with indelible pen on plasticized labels; two labels will be sealed inside each bucket, and two attached to the exterior of each bucket. Smaller and specialised samples may be kept in polythene finds bags: these will be double-bagged, with the site code, context number and sub-sample count written on the white panels of both bags, and a label placed in the inner bag and between the inner and outer bags, duplicating this information.

Samples will be returned to PCAS offices prior to dispatch to the appointed specialist for processing and assessment. Sampling techniques and methods will be undertaken in accordance with the English Heritage (now Historic England) guidance as set out in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (Campbell *et al*, 2011, 2nd edition).

8.0 Post-fieldwork methodology - reporting

Following completion site investigation all archaeological records, environmental samples and finds will be taken to the offices of PCAS for initial processing and assessment as to their potential and significance; items that are not considered necessary for the assessment and reporting of the site may be discarded at this time according to the selection strategy guidelines as set out in the Guidelines for deposition of Archaeological Archive with North Lincolnshire Museums (2021) and PCAS Archaeology's own selection strategy, for example, unstratified modern artefacts, unworked animal bone from unstratified contexts will be noted on relevant context sheets and discarded.

See Data Management Plan (Appendix 1) for details of the selection and storage of the digital and paperwork contents of the working archive.

Stable finds (e.g. pottery, bone) will be washed, marked and packaged at PCAS prior to dispatch. Unstable finds will be dispatched for remedial conservation as a prelude to assessment, and bulk samples will be dispatched for processing.

PCAS have used the services of a variety of specialists in the past; a full list of specialists is included in Section 10 below.

Subject to the receipt of any specialist accounts/archive reports, within six months of the completion of fieldwork a draft report will be prepared in accordance with current guidelines and sent to the Historic Environment Officer for NLC for approval. All electronic submissions will be in single .PDF format. The final report will include the following minimum information:

- A non-technical summary
- Museum accession number (where available) or reference, site code and project number
- Planning reference number
- Grid reference, site location, topography and geology
- Archaeological and historical background
- A statement of aims and objectives of the project
- A description and analysis of the fieldwork undertaken
- A geo-referenced location plan at a minimum scale of 1:10,000
- Scaled section and plan drawings of archaeological features encountered within the excavated area with integral levels (AOD).
- Where applicable, a matrix will be produced to determine the phasing of recorded features / deposits, with dating applied where possible
- Discussion and conclusions collating the results of the evaluation, including the importance of the findings in local, regional and national basis and a critical review of the effectiveness of methodology
- Tables summarising features and artefacts with full descriptions and brief interpretation
- Specialist artefact and environmental reports, as necessary, with reference made to appropriate published type-series
- Colour photographs, including general views and appropriate detail
- Acknowledgements
- Bibliography of sources used

- Archive deposition location and agreed deposition date
- A summary of the report's presence and location on the OASIS online database

9.0 Dissemination

Copies of the approved report shall be sent to the HER officer, the client and the North Lincolnshire HER. The data from the project, along with a digital copy of the report, will be uploaded to the Archaeology Data Service OASIS (Online AccesS to the Index of archaeological investigationS) database for public consultation.

Deposition of the report with the HER, where it will be incorporated into their database for public consultation, and uploading the project data to OASIS will be considered as placing the results of the project in the public domain. However, wider publication of the results will be considered, although the content and place of publication will be dependent on what is found, and be subject to discussion with the archaeological advisor to the planning authority. For example, where a significant discovery is made, consideration will be given to the preparation of a short note for inclusion in a local journal.

Working under the terms of the Copyright, Design and Patents Act 1988, PCAS shall retain full copyright with regard to written, digital and graphic material. However, following project completion, both the commissioning body, the North Lincolnshire HER and the Archaeology Data Service may, in the interest of informing and advancing the profession, make responsible use of the data, provided that any material copied or cited in reports is duly acknowledged and all copyright conditions observed.

Following acceptance of the report, an inventoried project archive (documentary and material) will be prepared in accordance with the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990) and *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission 1992) and the Guidelines for deposition of Archaeological Archive with North Lincolnshire Museums (2021). The archive will be prepared and stored at the offices of PCAS until deposition with North Lincolnshire Museums can be arranged. A unique museum sitecode has been requested from North Lincolnshire Museums for use throughout the project; an accession number will be assigned by the museum at the time of deposition. No variation of this arrangement will take place without the prior written consent of the NLPA.

10.0 Timescale and personnel

The project is anticipated to commence in spring / summer 2024. The monitoring will proceed according to the development timetable and be reliant on the client informing the archaeological contractor of the timetable.

The North Lincolnshire Historic Environment Officer will be given a minimum of 7 working days notice of the intention to commence fieldwork. Notification will be from the archaeological contractor upon instruction from the client.

The site team will include an experienced Project Officer as a minimum, with personnel to be determined based on availability at the time of fieldwork. Details of the site team and CVs can be provided on request at the time of notification.

The Historic Environment Officer will be regularly updated regarding progress and will be welcome to visit the site following prior arrangement with the archaeological contractor.

Post-fieldwork the collated archive will be stored at the offices of PCAS Archaeology. The project will be assigned to a Project Officer or equivalent for post-excavation assessment and reporting; personnel to be appointed depending on availability and suitability at the time. They will work alongside the PCAS Finds and Archiving Officer who will oversee and co-

ordinate the processing and dispatch of finds and environmental samples to the relevant appointed specialists and conservators for their identification and assessments. Post-excavation works will be internally monitored by C Palmer-Brown (Director) and L Brocklehurst (Project Manager).

Any artefacts will be dispatched to the relevant specialists. PCAS have used the services of a variety of specialists in the past and may use any/all of the following depending on suitability/availability etc:

Archaeological Contractors:

- York Archaeological Trust (YAT) – identification and assessment of registered special finds; X-Ray analysis and Conservation Services.
- Scottish Universities Environmental Research Centre (SUERC) – radiocarbon dating laboratories

Other Freelance Specialists:

- S Percival – specialising in the identification and assessment of prehistoric pottery and ceramics.
- D Fernandes - specialising in the identification and assessment of prehistoric pottery and ceramics.
- I. Rowlandson / H. G. Fiske – specialising in the identification and assessment of Iron Age and Roman pottery.
- R. Leary – specialising in the identification and assessment of Iron Age and Roman pottery
- A. Irving - specialising in the identification and assessment of post-Roman pottery and ceramic building material.
- J. Young – specialising in the identification and assessment of post-Roman pottery and ceramic building material in Lincolnshire, Yorkshire, Nottinghamshire, Rutland and Cambridgeshire.
- P. Blinkhorn – specialising in the identification and assessment of post-Roman pottery
- J. Curl – specialising in the identification and assessment of animal bone worked bone/antler.
- S. Tipper - – specialising in the identification and assessment of human remains
- G. Kiraly - specialising in the identification and assessment of human remains (in house specialist)
- Z. Tomlinson - specialising in the identification and assessment of CBM and fired clay, painted plaster small and other finds
- T. Lane / R. Devany – specialising in the identification and assessment of lithic materials and tools.
- A. Daubney - specialising in the identification and assessment of small finds and coins
- M. Wood – specialising in the identification and assessment of metal finds and waste metalworking residues.
- C. Smith / D. Wilding - specialising in the identification and assessment of metalwork and small finds
- Q. Mould – specialising in the identification and assessment of leather artefacts.

- M. Taylor/M. Bamforth – specialising in the identification and assessment of waterlogged wood.
- R. Tyson / C. Cottam / E. Foulds – specialising in the identification and assessment of glass.
- C. Simpson - specialising in the identification and assessment of environmental samples and worked stone

A full report on the results of the project will be submitted within 6 months of the completion of the onsite groundworks. Should specialist reports not be available in this timeframe an interim report may be issued with a full report issued with integrated specialist reports when they become available.

Archiving will take place within 6 months of the acceptance of the final report. The North Lincolnshire Museum are aware of this project and the intention to deposit the resulting archive. An accession number is assigned by the museum at the time of deposition.

11.0 Health and Safety

All work will be carried out in compliance with the Health and Safety at Work Act 1974 and its related regulations and codes of practice.

Employees and sub-contractors of PCAS Archaeology Ltd will perform their duties in accordance with company safety policy (revised 2023). Where PCAS employees are temporarily engaged at other workplaces, they are to respect relevant local regulations, both statutory and as imposed by other employers within the Health and Safety at Work Act (1974).

In furtherance of the duty of care imposed by the Health & Safety at Work Act, the Employer shall make available to his employees whatever reasonable facilities are required by particular circumstances, e.g. appropriate protective clothing, safety equipment, rest breaks for specialised tasks, etc. Appropriate amenities will be provided i.e. cabin and/or toilets if such facilities are not available within the development, and any temporary structures that are employed for the welfare of the site team will be carefully positioned so as to be accessible while not hindering the progress of the archaeological investigation.

There are no known services in the site but all staff should remain aware of possibility of services at all times.

A site risk assessment will be prepared prior to any site works taking place. All site staff will be required to read and sign to confirm understanding and adherence to the measures recommended in the risk assessment. The risk assessment will be continuous and updated throughout the course of the fieldwork should conditions change.

12.0 Monitoring arrangements

Internal monitoring will be the responsibility of PCAS Project Manager Leigh Brocklehurst / PCAS Director Colin Palmer-Brown. The North Lincolnshire Historic Environment Officer will be informed of the start of the archaeological intervention. They will be kept informed of any unexpected discoveries and regularly updated on the project's progress and will be free to visit the site by prior arrangement with the site director.

All phases of fieldwork shall be carried out in accordance with the approved WSI, with any variations to the specification being agreed in writing with the Historic Environment Officer.

13.0 Contacts

Alison Williams, Historic Environment Officer (01724) 297 471
for North Lincolnshire Council

Leigh Brocklehurst, Project Manager, PCAS (01522) 703 800
Archaeology Ltd

14.0 Insurance

PCAS Archaeology Ltd. has the following insurance cover:

Employers' Liability: £10,000,000

Public Liability: £5,000,000

Professional Indemnity: £5,000,000

15.0 References

CIfA, 2020 *Standard and guidance for archaeological watching brief*

CIfA, 2014d *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*

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

Ordnance Survey, 2015, *Isle of Axholme, Scunthorpe and Gainsborough Explorer Series map 280 1:25,000 edition*, The Ordnance Survey, Southampton

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*

<https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>

<http://list.historicengland.org.uk/mapsearch.aspx>

<https://apps.northlincs.gov.uk/application/pa-2022-2125>

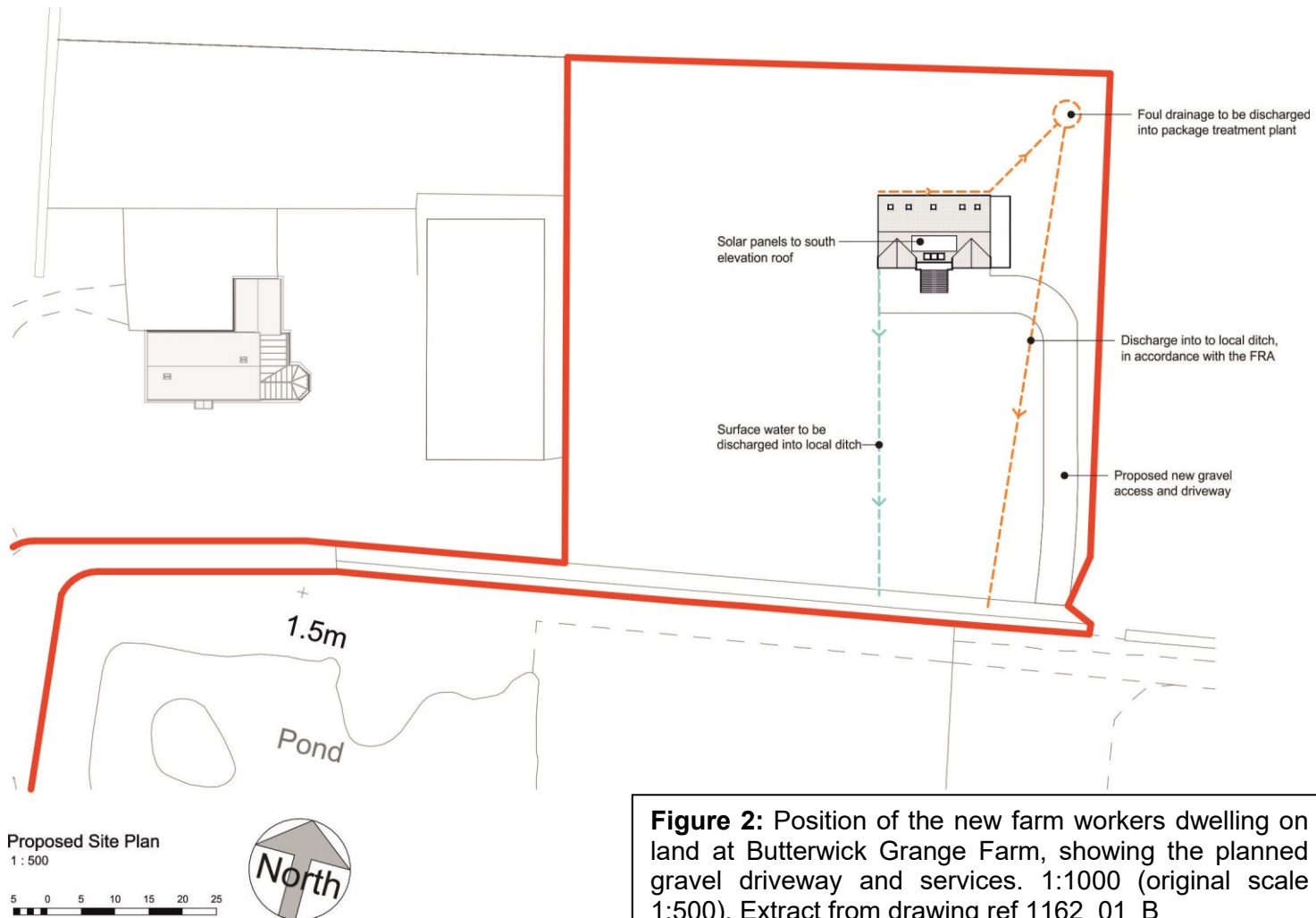


Figure 2: Position of the new farm workers dwelling on land at Butterwick Grange Farm, showing the planned gravel driveway and services. 1:1000 (original scale 1:500). Extract from drawing ref 1162_01_B

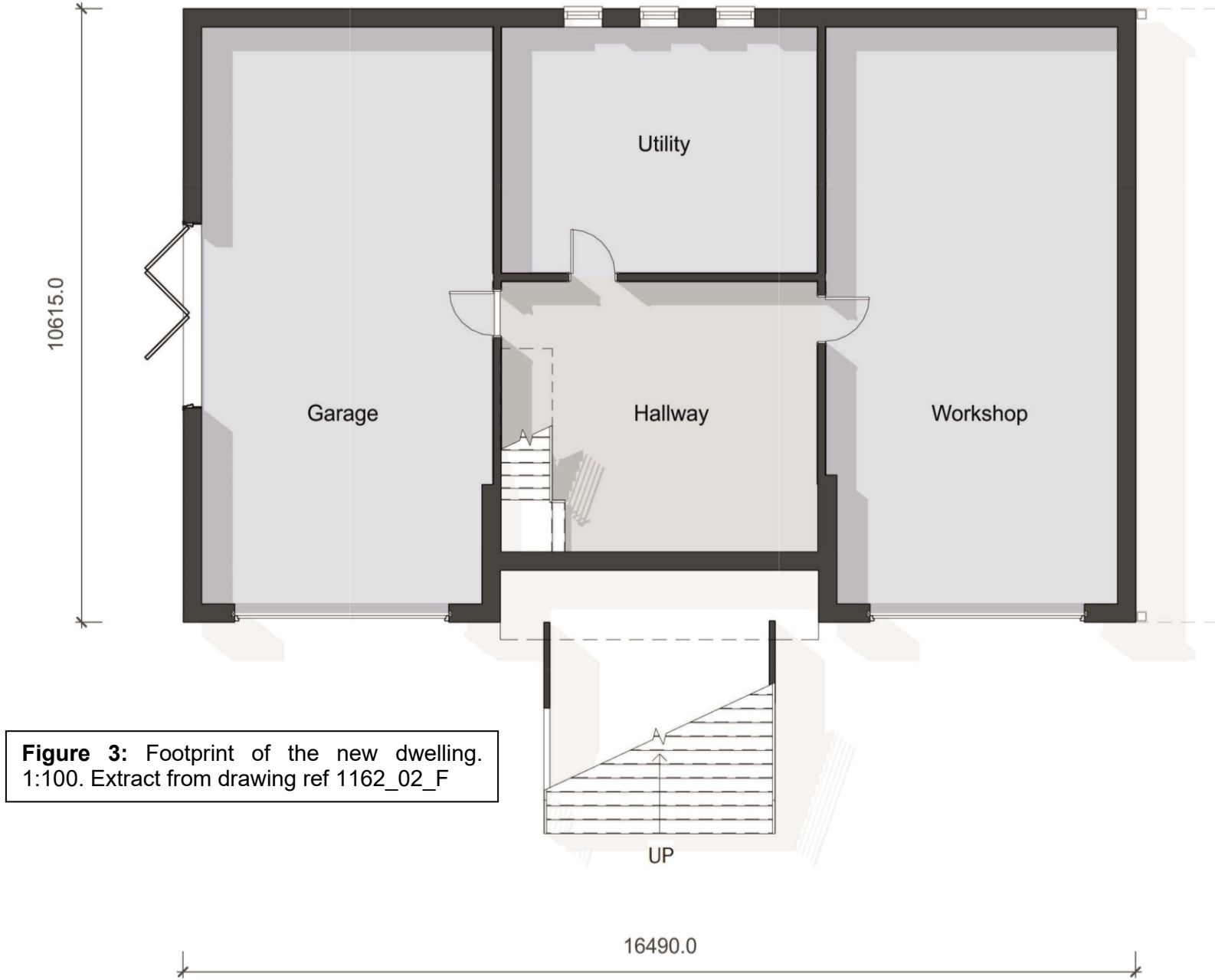


Figure 3: Footprint of the new dwelling.
1:100. Extract from drawing ref 1162_02_F

Proposed Garage Floor Plan
1 : 100



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Project Manager	Leigh Brocklehurst																			
Project Name	Land at Butterwick Grange Farm, Sand Lane, West Butterwick, DN17 3LJ																			
PCAS Job Number	2927																			
Site Code	BKGM 24																			
Author (s)	Alison Lane																			
Date:	May 2024																			
Project Stages covered	Fieldwork and Post-Excavation																			
Status	Pre-commencement																			
File Name/Location	2927 Butterwick Grange Farm Data Management Plan / Stored in the Project Specifications file on the PCAS server.																			
Data Collection/Creation																				
Data to be Collected/Created	<p>Paper recording on standard PCAS Archaeology Ltd recording sheets forms the basis for the site archive. Drawings will be created by hand using permatrace drawing film, using a suitable pencil (6H Staedler Mars Lumograph are issued by the company). The paper archive will be digitised upon completion of project as a context summary and associated drawings. In addition to the physical archive, the digital archive will include GIS data, site photography, and databases.</p> <p>The documentary archive will consist of: Text: Various Word Documents; including Written Scheme of Investigation, Assessment Reports, Specialist Reports, Full Excavation Report(s). This will also include context sheets, registers (context, drawing, photograph), and site diaries. Additional documents may include (where necessary) human remains registers and recording sheets, small finds register, masonry sheets, timber recording sheets. Databases: These will include context databases, finds lists, GIS database, etc. All data generated will be held on the PCAS Archaeology Ltd servers and will be stored within its own project file on the server. Images: Hard copy permatrace drawings, colour slides, digital images; to include site photography, scanned permatrace drawings, and site plans produced for the report. Data formats used are standardised and openly documented, ensuring that data is shareable.</p>																			
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	GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files)	Up to 20 overall GIS files (less than 20MB)
How Data will be Collected/Created	<p>The data will be collected and created according the methodology set out in the Archaeological Monitoring and Recording: Land at Butterwick Grange Farm, Sand Lane, West Butterwick, North Lincolnshire, DN17 3LJ (Lane, 2024) (available to all site staff). GIS data will be collected and created according to the PCAS Archaeology Ltd Survey Manual (Version 1 2018). This is available for all site staff, however the data collection, creation and storage is the responsibility of the PCAS appointed surveyor.</p> <p>These standards conform to CIFA Code of Conduct (2022 Revision), Management of Research Projects in the Historic Environment and ADS Guidelines for Deposition,</p> <p>Instruments used in the collection of data are calibrated yearly and are routinely checked to ensure they are in full working order.</p> <p>The digital project archive will be stored in a project specific folder on the internal PCAS Archaeology Ltd server. Project folders are to be named following established organisation procedures (Job Number and Site Name). All files included as part of this project archive will include the organisational identifier (job number - 2927), the Site Name (Land at Butterwick Grange Farm), the file descriptor (e.g. WSI) and the version number (e.g. V2).</p> <p>All site records and data collected will be reviewed by the Project Officer throughout the project to ensure the data is accurate and secure. Whilst project folders are reviewed internally on a regular basis by the Project Manager to ensure that organisational data management standards are being met.</p>		
Relations	N/A		
Documentation and Metadata			
Metadata	Metadata will be created as listed above to PCAS Archaeology Ltd standards which adheres to ADS guidelines for deposition (see https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml).		
Documentation	<p>An archive catalogue documenting both physical and digital archive products will be maintained throughout the project.</p> <p>Site archive documentation will be included alongside the data in order for secondary users to understand and reuse it. This will include documents such as photo registers, context summaries, drawing records. These will include descriptions of the data collected, who collected it and the date of collection.</p>		
Ethical and Legal Compliance			
Data Security Issues	None		
Intellectual Property Rights	All Data created by PCAS Archaeology Ltd employees are the intellectual property rights of PCAS Archaeology Ltd.		
Data Storage			
Storage and Backup	All digital data collected and born during the excavation will be stored and backed-up on the PCAS Archaeology Ltd servers. These are backed-up daily in order to prevent loss of Data. Initial recovery of site Data may be from site to company laptops, however the data will be transferred to the company's server at the earliest opportunity. Prior to it being on the server, the Project Officer will back-up data on laptops through use of external hard drives/memory sticks.		

	PCAS Archaeology Ltd's IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed.
Access and Security	Data will be freely available to all members of the team throughout the project. There are no security issues.
Selection and Preservation	
Preservation Plan	<p>The physical archive, documentary and material, will be transferred to North Lincolnshire Museums as part of an ordered and indexed project archive.</p> <p>The documentary archive will contain any hard copy data reports the repository wish to receive. The archive, including the Data from the project, will be archived with the ADS.</p> <p>Digital photographs born of the project and any other digital content considered suitable for long term storage will be deposited with North Lincolnshire Museums as part of an ordered archive, and with ADS Easy or similar dependant on the size of the final digital archive.</p> <p>A complete set of the digital data does not need to be retained in full. A Selection Strategy has been developed in association with this project, considering the likely contents of the archive and the requirements of North Lincolnshire Museums archaeological archive deposition guidelines (2021). This selection strategy will be under constant review by all stakeholders (project team, project management and intended repository) to determine the final archive for retention and deposition. Advice on the selection strategy can be found in the CIFA's Selection Toolkit for Archaeological Archives 2022.</p>
Data Sharing	
Data Sharing Plan	<p>A copy of the final reports will be supplied to the North Lincolnshire Historic Environment Officer, the North Lincolnshire HER and the landowner / client. A summary of the project will be included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses.</p> <p>A final version of the project reports will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.</p> <p>Awareness of the work will be raised through publication, and documentation with the HER, in addition to suitable photos being shared via PCAS' social media platforms.</p>
Data Sharing Restrictions	There are no restrictions on the use of this data after project completion.
Responsibilities and Resources	
Responsibilities	<p>The PCAS Project Manager (Leigh Brocklehurst) and the site's Project Officer (tbc) are responsible for ensuring the data management plan is followed.</p> <p>Data capture, metadata production and data quality is the responsibility of the Project Team, overseen by the Project Officer.</p> <p>Storage and backup of data in the field is the responsibility of the Project Officer.</p> <p>Once data is incorporated into the organisations project server, storage and backup is managed by an external company.</p> <p>Data archiving is undertaken by the PCAS Finds and Archives Officer, who is responsible for the transfer of the project archive to the agreed repository.</p>
Resources	Resources required to deliver this project are provided for by the developer.