
REAR OF MIDWAY HOUSE, 51 HUDDERSFIELD ROAD,
MELTHAM, HOLMFIRTH, WEST YORKSHIRE

WRITTEN SCHEME OF INVESTIGATION
FOR AN ARCHAEOLOGICAL EVALUATION
BY TRIAL TRENCHING

August 2025

OSA

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Archaeological Evaluation Method Statement.

SITE LOCATION: Rear of Midway House, 51 Huddersfield Road, Meltham,
Holmfirth, West Yorkshire

NATIONAL GRID REFERENCE: SE 10015 10700

PLANNING REFERENCE: 2021/60/93604/W (Kirklees Council)

LAND USE: Former garden / yard

APPROVED AND AUTHORISED BY: Nick Pearson, MCIfA (693)

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1.0 Summary.

1.1 Development of a site at to the Rear of Midway House, 51 Huddersfield Road, Meltham, Holmfirth, HD9 4AF, West Yorkshire, is proposed. Outline planning permission has been granted (Kirklees reference 2021/60/93604/W).

1.2 There is the potential for the survival of below ground deposits relating to early settlement and land use. West Yorkshire Archaeology Advisory Service (WYAAS) has identified the need to undertake archaeological evaluation.

1.3 Outline planning permission includes two conditions relating to below ground archaeological deposits (15 and 16).

15. Prior to the commencement of the development (excluding tree clearance and excluding demolition and/or site clearance insofar as necessary to meet the requirements of this condition) a professional archaeological organisation acceptable to the Local Planning Authority shall prepare an Archaeological Written Scheme of Investigation, relating to the application site area, which shall be submitted to and approved in writing by the Local Planning Authority.

Reason: *To safeguard the recording of archaeological matters within the site in accordance with Policy LP35 of the Kirklees Local Plan and Policies within Chapter 16 of the National Planning Policy Framework.*

16. Following the approval of the Written Scheme of Investigation referred to in Condition 15, and prior to the commencement of the development (including any demolition but excluding tree clearance) (other than in accordance with the agreed Written Scheme of Investigation), a staged programme of archaeological evaluation and mitigation shall be carried out by the commissioned archaeological organisation in accordance with the approved Written Scheme of Investigation. The programme of work shall include all processing, research and analysis necessary to produce an accessible and useable archive and a full report for publication which shall be submitted to the Local Planning Authority.

Reason: *To safeguard the identification, recording, analysis and archiving of heritage assets before they are lost and to advance understanding of the heritage assets in their wider context through publication and dissemination of the evidence in accordance with Policy LP35 of the Kirklees Local Plan and Policies within Chapter 16 of the National Planning Policy Framework.*

1.4 The results of the evaluation trenching will be used to assess the impact of the proposed development on the archaeological deposits. Measures will be explored to achieve physical or *in situ* preservation of any significant remains. Where destruction is unavoidable a scheme of archaeological mitigation will be undertaken in order to achieve preservation ‘by record’. Decisions regarding the scale and nature of any mitigation will be made in consultation with the WYAAS.

2.0 Site Location & Description.

2.1 The town of Meltham lies approximately 8km to the southwest of Huddersfield in the Metropolitan Borough of Kirklees. The site is located in the core of the historic town, to the north of Huddersfield Road (the B6108) centred at approximately NGR SE 10015 10700. (Figures 1 and 2).

2.2 The site comprises a small plot of former garden/yard enclosed on all sides by buildings and other yards. It has become overgrown with several self-seeded trees and shrubs. It is accessed via a narrow drive from Huddersfield Road. The site measures approximately 50m (north to south) and 35m (west to east). The modern ground surface within the site slopes from south to north, between c. 182m AOD and 178m AOD.

2.3 The bedrock geology comprises sandstone bedrock (Huddersfield White Rock), with no recorded superficial deposits (<https://geologyviewer.bgs.ac.uk/>).



Figure 1. Site location (SE 10015 10700).

Reproduced from the 2000 Ordnance Survey 1:25 000 maps with the permission of The Controller of Her Majesty's Stationery Office.
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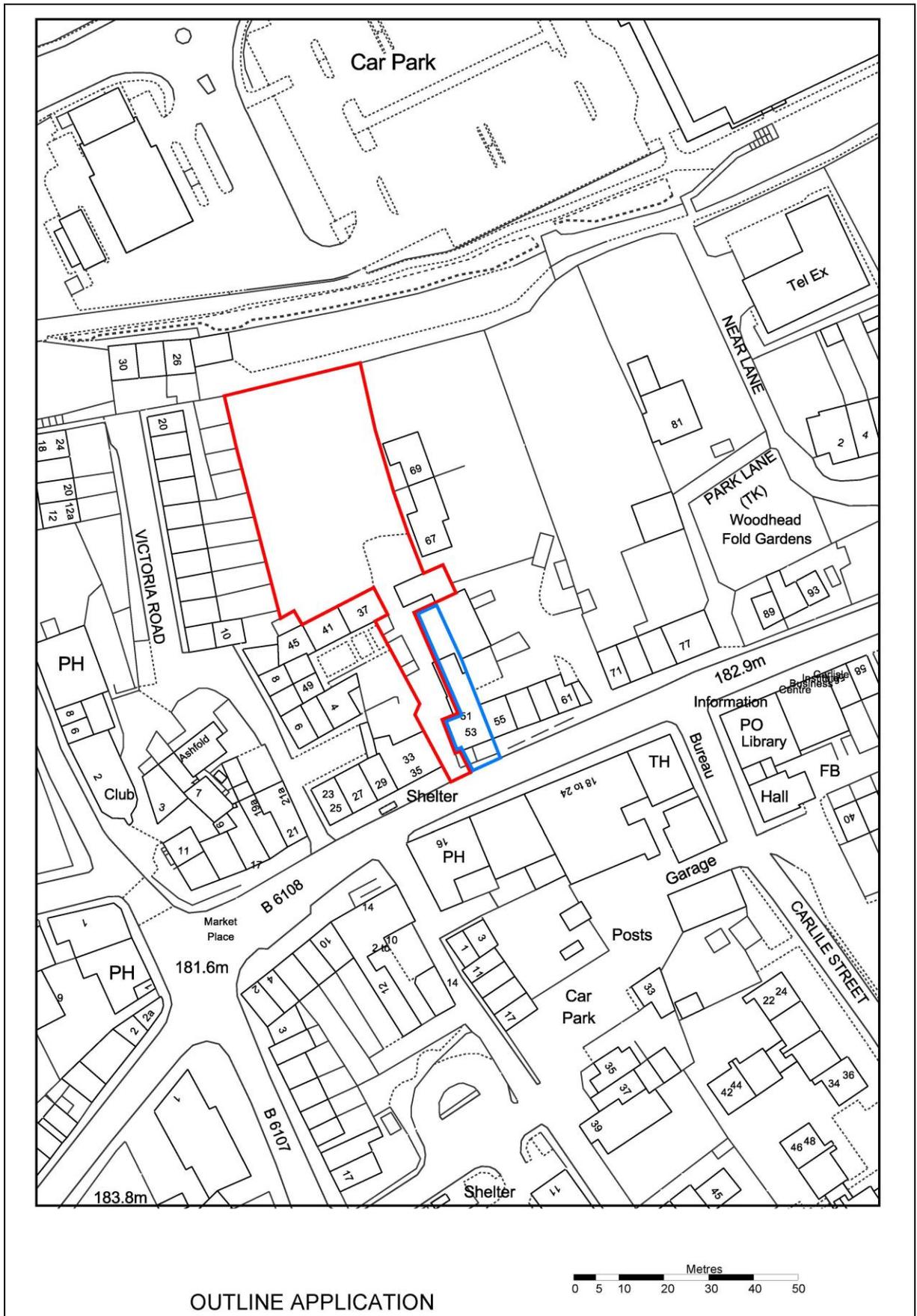


Figure 2. Detailed site location.

3.0 Archaeological Interest.

3.1 The application site is located in the historic core of Meltham and lies within the Meltham conservation area. Meltham has a medieval origin and a settlement named “*Meltha*” is mentioned in the Domesday Book of 1086 and again in later medieval sources. Houses originating in the late 17th century survive to the east of the site off Huddersfield Road and may indicate the expansion of the settlement at this time. This may also imply a historic core to the settlement lies to the west (see No.s 68, 70 and 72 and No. 96 Huddersfield Road; National Heritage List for England No.s 1134658 and 1183855 and also West Yorkshire Historic Environment Record PRN 11074).

3.2 Narrow, regular strips forming historic property divisions survive here and are shown on early maps including the First Edition Ordnance Survey map of 1854 (Figure 3). These are strongly supportive of a medieval origin suggesting dwellings positioned alongside the road or street frontage and farm buildings, yards and small holdings running off to their rear. In the 19th century some of these back plots were developed as yards or terraces of mill workers’ cottages such as Victoria Road to the west of the proposed development. The application site has not been developed and evidence of earlier periods may thus survive. The former property was truncated in the later 19th century by the construction of the railway line and station immediately to the north of the site, as illustrated on the 1894 edition of the Ordnance Survey (Figure 4).

3.3 Midway House and its attendant agricultural buildings were thoroughly modernised in the late 18th or early 19th century. Taken together they probably represent the property of a successful weaver engaged in the dual economy of small-scale farming and hand loom weaving. However, it is also likely to overlie an earlier farmstead. (Information derived from WYAAS).



Figure 3. Extract from the 1854 edition of the Ordnance Survey.

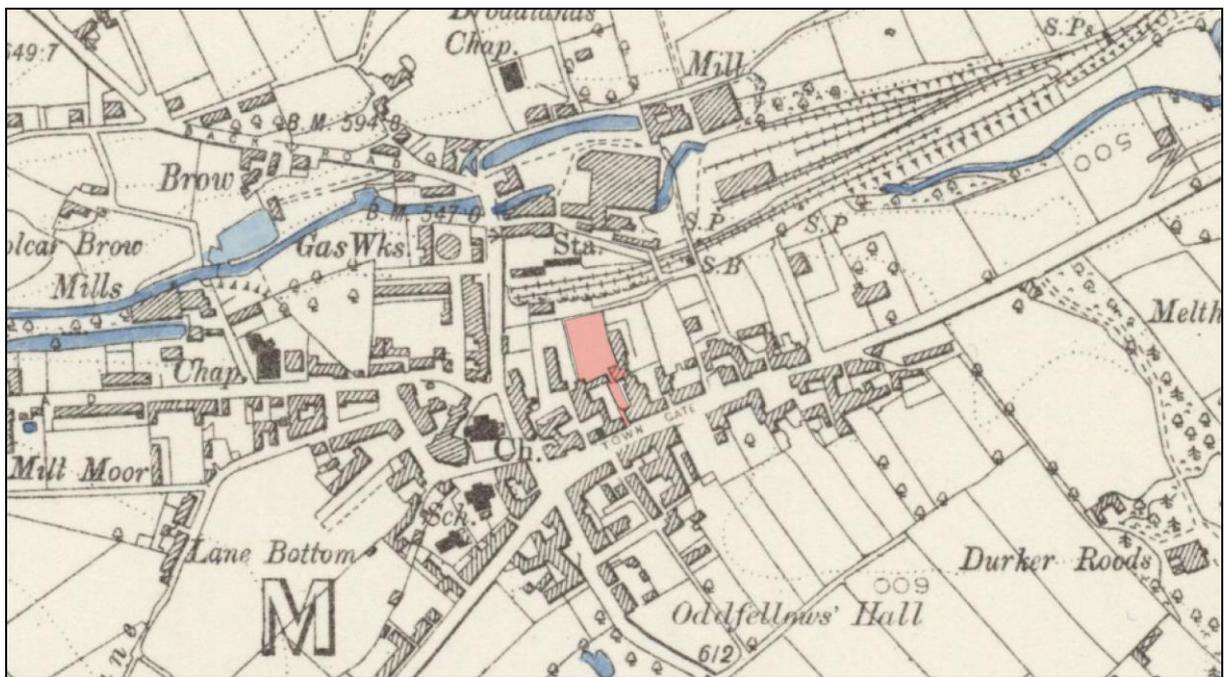


Figure 4. Extract from the 1894 edition of the Ordnance Survey

4.0 Objectives of the Evaluation.

4.1 The aim of the archaeological evaluation shall be to gather sufficient information to establish the presence/absence, nature, date, depth, quality of survival and importance of any archaeological deposits within the site that may be impacted upon by the proposed development. This information will enable an assessment of the potential and significance of the archaeology of the site to be made and the impact which development will have upon this. An informed decision can then be taken regarding the future treatment of the remains and what mitigative measures if any are required.

4.2 All archaeological fieldwork will be followed by appropriate post-excavation analysis and dissemination of the results, together with deposition of the archive.

5.0 Methodology

5.1 The evaluation shall comprise trial trenching of a sample of the proposed development area.

5.2 There will be a total of three archaeological evaluation trenches. These will be linear trenches, 10m x 2m at the modern ground surface. The proposed locations of the trenches are shown in blue on Figure 5. The trenches have been placed within the footprints of the two proposed residential blocks and a stretch of the new access road situated within the main part of the site. These may be subject to localised variation in the event that previously unknown obstructions or services are encountered. The trench layout has been designed in consultation with, and agreed by, the WYAAS Senior Archaeological Officer.

5.3 It may be necessary to locally extend the evaluation trenches to enhance understanding of the form, function and significance of archaeological features, where these continue beyond the limits of the proposed trenches. Any such extensions will only be carried out if requested by the WYAAS Senior Archaeological Officer. If such a request to deploy a contingency excavation/area is made verbally during a site meeting, then it will be confirmed in writing (by email).

5.4 Following mechanical removal of modern deposits, and any overburden, all excavation is to be carried out by hand. A sufficient sample of any archaeological features, and deposits revealed, will be excavated in an archaeologically controlled and stratigraphic manner in order to establish the aims of the evaluation (see 4 above). The complete excavation of features is not regarded as necessary; a sufficient sample should be investigated to understand the full stratigraphic sequence in each trench. It is proposed that the following sampling of features will be undertaken: a) A 100% sample should be taken of all stake-holes. b) A 50% sample should be taken of all post-holes, and of pits with a diameter of up to 1.5m. c) A minimum 25% sample should be taken of pits with a diameter of over 1.5m; but this should include a complete section across the pit to recover its full profile. d) A minimum 20% sample should be taken of all linear features, up to 5m in length; for features greater than this, a 10% sample would suffice. Evaluation segments will be at least 1m in length. The evaluation would target intersections, junctions, terminals etc to assist in the dating and sequence of the archaeological features. Opportunities will be taken to date the features through scientific means, such as C14 or OSL.

5.5 Any problems encountered during this current evaluation, which may require a variation in the evaluation strategy, shall be discussed as a matter of priority with the WYAAS Senior Archaeological Officer.

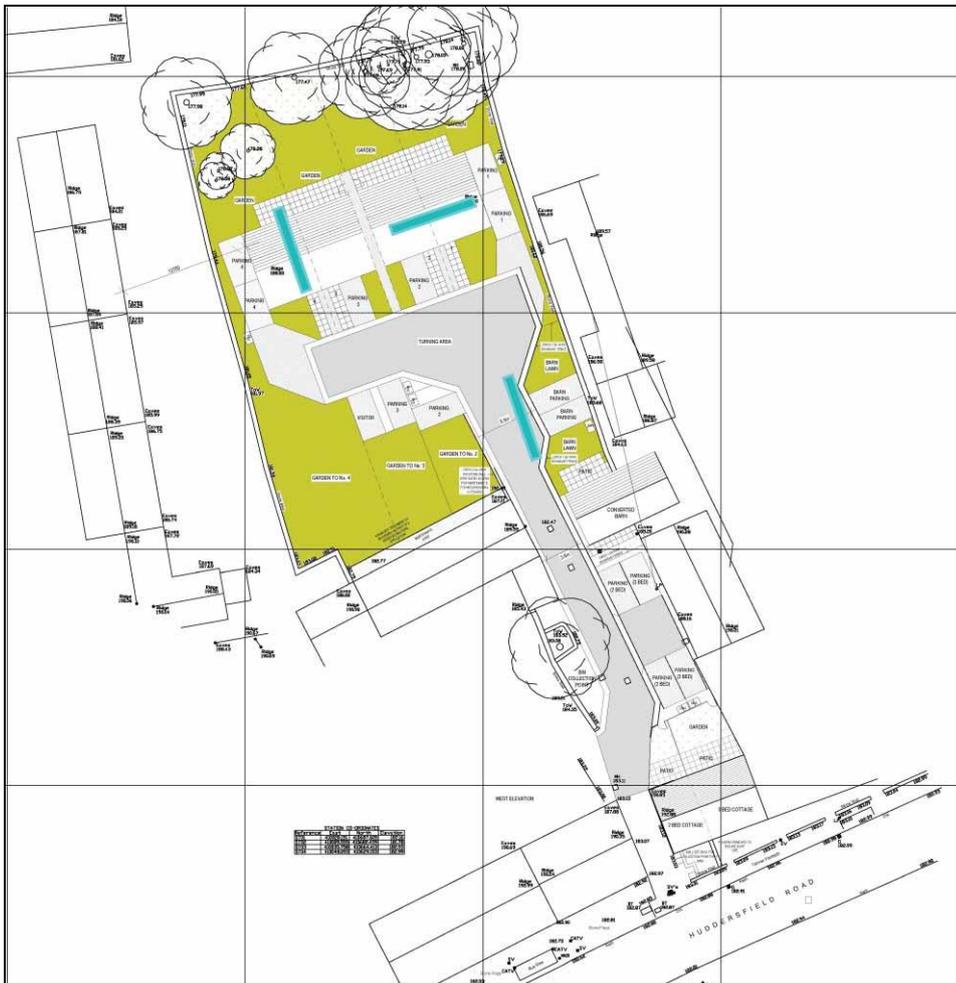


Figure 5. Proposed trench locations (in blue).

5.6 A full written, drawn and photographic record will be made of all material revealed during the course of the investigation. Plans should be completed at a scale of 1:50 or 1:20 (as appropriate) whilst section drawings should be at a scale of 1:10. Drawings will include representative sample sections of each trench if no archaeological features are encountered. If archaeological remains are present an appropriate section should be drawn to illustrate the remains and its location.

5.7 Photography: As of April 2022 the West Yorkshire Archaeology Advisory Service no longer requires the use of 35mm black and white film photography. When archaeological remains are encountered good quality digital photography may be employed. Images must be archived with the Archaeological Data Service. These images will assume the role of the "permanent photographic record" in place of monochrome 35mm photographs.

5.8 The archaeologist must plan for using this digital photography and prepare a Data Management Plan to track the various components of the site archive and their archiving procedures. A copy of this plan should be included in the report and with any material supplied to the digital repository. A copy of the plan is included as an appendix to this WSI.

5.9 Images should be archived using the ADS Easy service (ADS Guidelines For Depositors).

5.10 In general good quality digital photography using cameras with a minimum resolution of 10 megapixels; RAW format may be used to capture images on site but these must be archived as required by the ADS. Digital photography should follow the guidance given by *Historic England in Digital Image Capture and File Storage: Guidelines for Best Practice, July 2015*. The contractor must include metadata embedded in the image file. This metadata must include the following: the commonly used name for the site being photographed, the relevant centred OS grid coordinates for the site to at least six figures, the relevant township name (Denby Dale), the date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.

5.11 If no further work is required on the site the WYAAS will recommend discharge of conditions once a satisfactory report has been received and all digital files have been accepted for accession by the ADS. This notification should be emailed to wyher@wyjs.org.uk.

5.12 A strategy for the recovery and sampling of environmental remains will be devised in collaboration with a recognised palaeo-environmental specialist. An opportunity shall be afforded for the Historic England regional science advisor to visit the site during the investigation, or to comment on the sampling strategy if a visit is impractical.

5.13 The following categories of artefacts may be predicted on this site: pottery, worked stone, and ceramic building material, ferrous and non-ferrous metalwork, glass and worked bone. These are most likely to be of medieval and post-medieval date, although the possibility of finds from all archaeological periods should not be excluded.

5.14 All stratified finds (artefacts and ecofacts) that predate the early modern period recovered during excavation will be collected and processed, unless variations in this principle are agreed with WYAAS. Finds will be collected by context. However, this does not preclude the potential for the adoption of more detailed collection strategies, such as 3D recording, in cases where this would clearly benefit interpretation of the archaeological remains. If poorly fired prehistoric pottery is encountered this may require in-situ stabilisation prior to lifting. The project conservator will visit site as necessary to advise and undertake any such stabilisation and lifting.

5.15 All recording, marking and storage material will be of archive quality and recording systems will be compatible with the recipient museum. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs. Finds will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication *First Aid for Finds (2001, 3rd Edition)*.

5.16 In accordance with the procedures outlined in *Management of Research Projects in the Historic Environment (MoRPHE)*, all iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before assessment.

5.17 A specialist assessment report on the recovered artefacts will be undertaken, with a view to their potential for further study. The conservation report will form an Appendix to the

assessment report. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

5.18 A rapid scan of all excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures (e.g. glass composition studies, residues in or on pottery, and mineral-preserved organic material).

5.19 Waterlogged organic materials should be dealt with, following the English Heritage documents, *Guidelines for the care of waterlogged archaeological leather*, and *Guidelines on the recording, sampling, conservation and curation of waterlogged wood*. If preserved organic artefacts are encountered the project conservator will be consulted prior to lifting any such materials. On the basis of investigations carried out in the vicinity of the site extensive waterlogged archaeological deposits are not considered likely to be present.

5.20 If significant archaeological remains are revealed during the investigation, then a programme of monitoring visits may need to be agreed with the WYAAS. The WYAAS will make a charge for site visits. In cases where an in person visit is not required WYAAS will be consulted before trenches are backfilled and digital photographs, illustrating the trenches and features will be supplied.

5.21 The strategy also allows for sampling for radiocarbon, archaeomagnetic and/or dendrochronological determinations, as appropriate. The advice of the English Heritage Advisor on Archaeological Science should be obtained with regards to appropriate sampling strategies. Sampling should adhere to the methodologies outlined in the English Heritage (2011) *'Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition)'* guidance.

5.22 Any finds of human remains will be cleaned and recorded, but left *in situ*, covered and protected. Human remains will only be removed if this is absolutely necessary, and then under conditions approved by issue of a Ministry of Justice Licence. WYAAS will be informed of any human remains as soon as is practicable.

5.23 All finds of gold and silver (and prehistoric objects defined by the Act amendments as treasure) will be moved to a safe place and reported to the coroner's office according to the procedures relating to the 1996 Treasure Act and its subsequent amendments (in particular 3rd Revision 2023). Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage. The terms of the Treasure act 1996, as amended and the Treasure (Designation) Order 2002, must be followed with regard to any finds that might fall within its purview.

5.24 Arrangements for site access and reinstatement are to be agreed with the commissioning body.

6.0 Report Preparation, Contents & Distribution.

- 6.1 Upon completion of the evaluation by trial trenching, the artefacts, soil samples and stratigraphic information shall be assessed as to their potential and significance for further analysis.
- 6.2 A report shall be prepared to include the following:
- a) A non-technical summary of the results of the work.
 - b) An introduction page to include the site code, planning reference number, dates when the fieldwork and post-excavation analyses took place, and a National Grid Reference.
 - c) An archaeological and historical background to the site.
 - d) A methodology of the investigation.
 - e) A description of results of the evaluation, including phasing and interpretation of the site sequence and spot dating of ceramics. This shall be supported by an overall plan of the site accurately identifying the location of trenches; individual trench plans as excavated indicating the location of archaeological features, with at least one section detailing the stratigraphic sequence of deposits within each trench; and photographs. Sections and plans will include heights relative to Ordnance Datum. Sections will be reproduced at a minimum scale of 1:20 and plans at 1:50.
 - f) Supporting tables of data, including as a minimum: a detailed context index and an archive index.
 - g) Specialist assessments of the artefacts recovered with a view to their potential for further study and an assessment of long-term conservation and storage needs.
 - h) A specialist assessment of environmental samples taken, with a view to their potential for subsequent study.
 - i) A specialist assessment of any technological residues or samples taken for dating purposes.
 - j) An assessment of the archaeological significance of the deposits identified, in relation to other sites in the region.
 - k) A specialist assessment of any human remains that are encountered.
 - l) A conclusion with recommendations.
 - m) Details of archive location and destination, together with a catalogue of what is contained within the archive.

- n) A copy of the Project Design.
- 6.3 Copies of the report will be submitted to the commissioning body, the Local Planning Authority, and WYAAS, within an agreed timetable and subject to any contractual requirements on confidentiality. A pdf copy of the report should be sent to Historic England's Regional Science Officer. A pdf of the report (ISO19005-1 compliant) is to be supplied directly to the WYAAS within a period of two months following completion of fieldwork, unless specialist reports are awaited. In the latter case a revised date should be agreed with the WYAAS. Completion of this project is dependent upon receipt by WYAAS of a satisfactory report which has been prepared in accordance with this WSI.
- 6.4 A brief, interim report can be made available, subject to requirement, shortly after the completion of the fieldwork (or if the fieldwork is undertaken in stages, then on completion of each stage).

7.0 Copyright, Confidentiality & Publicity.

7.1 Unless the organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with *On-Site Archaeology*. Agreements on copyright should be agreed with the commissioning body at the outset of the project.

7.2 The circumstances under which the report or records can be used by other parties should be identified at the commencement of the project, as should the proposals for distribution of the report (see 6 above). *On-Site Archaeology* will respect the commissioning body's requirements over confidentiality, but will endeavour to emphasise their professional obligation to make the results of archaeological work available to the wider archaeological community within a reasonable time (normally 6 months). By depositing the report *On-Site Archaeology* give permission for the material presented within the document to be used by the WYAAS, in perpetuity. *On-Site Archaeology* retains the right to be identified as the author of all project documentation and reports as specified in the *Copyright, Designs and Patents Act 1988* (chapter IV, section 79). The permission will allow the WYAAS to reproduce material, including for commercial use by third parties, with the copyright owner suitably acknowledged.

7.3 *On-Site Archaeology* has a duty of confidence to the client commissioning the work. All aspects of publicity must be agreed at the outset of the project between the commissioning body and *On-Site Archaeology*.

7.4 The West Yorkshire HER supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork. *On-Site Archaeology* will therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. Once a report has

become a public document by submission to or incorporation into the HER, the West Yorkshire HER may place the information on a web-site.

7.5 During any fieldwork monitoring visits WYAAS officers will take digital photographs which may be published on the Advisory Service's social media feeds as part of an ongoing strategy to enable public access to information about current fieldwork in the county.

8.0 Archive Preparation & Deposition.

8.1 The requirements for archive preparation and deposition shall be addressed and undertaken in a manner agreed with the recipient museum, subject to the agreement regarding their collecting policy. The recipient museum will be contacted before commencement of fieldwork. Before commencing any fieldwork, the archaeological organisation must contact Kirklees Museum Service. The museum should be notified in writing of the commencement of fieldwork at the same time as WYAAS (The Tolson Memorial Museum, Ravensknowle Park, Wakefield Road, Huddersfield HD5 8DJ Tel. 01484 221000 ext 74537: HYPERLINK "mailto:Museum.Collections@kirklees.gov.uk" Museum.Collections@kirklees.gov.uk). It is the policy of the Tolson Memorial Museum to accept complete excavation archives, including primary site records and research archives and finds, from all excavations carried out in the District, which it serves. It is the responsibility of the archaeological organisation to meet the Tolson Memorial Museum's requirements with regard to the preparation of fieldwork archives for deposition (see Kirklees Archaeological Deposit Guide).

8.2 A site archive shall be prepared in accordance with the specification outlined in *Management of Archaeological Projects* (MAP2, English Heritage 1991, 5.4; Appendix 3). See also *Towards an Accessible Archaeological Archive, the Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales* (Society of Museum Archaeologists, 1995) and *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum, 2nd Edition, 2011).

8.3 The site archive, including finds and environmental material, subject to the permission of the relevant landowners, will be labelled, conserved and stored according to the United Kingdom Institute for Conservation (UKIC)'s *Guidelines for the preservation of excavation archives for long term storage* (Walker, 1990), the Museums and Galleries Commission's *Standards in the museum care of archaeological collections* and Kirklees Archaeological Deposit Guide. An index to the contents of the archive, together with details of its date and place of deposition will be included in the report.

8.4 Should no further archaeological work be initiated, the archive will be deposited with a Kirklees Museum which meets the criteria for the storage of archaeological material. An agreed allowance will be made for a contribution to the recipient museum towards the curation and storage of material.

9.0 Publication & Dissemination.

9.1 The information contained within the assessment report will enable decisions to be taken regarding the future treatment of the archaeology of the site and any material recovered during the evaluation.

9.2 If the result of evaluation is a decision not to initiate a further project, it is possible that the results of the archaeological evaluation may be of sufficient importance to warrant inclusion within an academic peer reviewed journal such as the *Yorkshire Archaeology Journal*. This decision whether the text and illustrations for such an article will need to be produced will rest with the West Yorkshire Archaeological Advisory Service and will be taken after the production of a standard, final assessment report on the fieldwork.

9.3 Where no further work is envisaged, allowance will be made for the preparation and publication in a local journal (eg CBA Yorkshire Forum) of a brief note on the results of the evaluation and a summary of location and material held within the site archive.

9.4 Should further archaeological excavation be undertaken, a synopsis of the results of the assessment will be prepared for publication with the final results of any further fieldwork.

10.0 Monitoring, Health and Safety, Staffing & Insurance.

10.1 The work will be monitored under the auspices of the WYAAS who will be notified before the commencement of site works. WYAAS will make a charge for the site monitoring visit.

10.2 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork will comply with all Health and Safety legislation; this includes the preparation of a Risk Assessment.

10.3 *On-Site Archaeology* will ensure that they, or any proposed sub-contractors, are appropriately qualified to undertake such projects.

1.4 *On-Site Archaeology* will ensure that they are adequately insured, to cover all eventualities, including risks to third parties.

11.0 Personnel.

All work will be under the overall supervision of Mr. N Pearson MIFA (Member of the Institute of Field Archaeologists). Other project staff may include: -

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| <i>Project Officer</i> | James Stanley (provisional) |
| <i>Palaeo-environmental advisor</i> | Ellen Simmons Sheffield Archaeobotanical Consultancy University of Sheffield |
| <i>Human Remains Finds Analysis</i> | Katie Keefe Dr Chris Cumberpatch Ruth Leary |

Conservation Blaise Vyner
Radiocarbon Determinations Peter Makey
Ian Panter, York Archaeological Trust
Beta Analytic Inc.

12.0 Appendix 1 ~ General.

12.1 The requirements of the Brief will be met in full where reasonably practicable.

12.2 Any significant variations to the proposed methodology will be discussed and agreed with the WYAAS Senior Archaeological Officer in advance of implementation.

12.3 The scope of fieldwork detailed in the main part of the Method Statement is aimed at meeting the aims of the project in a cost-effective manner. The archaeological contractor will attempt to foresee all possible site-specific problems and make allowances for these.

However, there may on occasions be unusual circumstances that have not been included in the programme and costing. These can include:

- unavoidable delays due to extreme bad weather, vandalism etc;
- trenches requiring shoring or stepping due to poor ground conditions;
- unknown services;
- ground contamination;
- extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor;
- complex structures or objects, including those in waterlogged conditions, requiring specialist removal;
- deposits, which the local authority's archaeological advisor deems to be of paleoenvironmental, interest and therefore require sampling.

Health and Safety.

12.4 All relevant health and safety legislation, regulations and codes of practice will be respected.

12.5 The archaeological contractor will prepare an appropriately detailed risk assessment prior to commencement of the evaluation. This will be reviewed and updated during the course of the evaluation as appropriate.

Insurances.

12.6 The archaeological contractor will hold Employers Liability Insurance and Public Liability Insurance.

12.7 The archaeological contractor will not be liable to indemnify the client against any compensation or damages for or with respect to:

- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor);
- the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference

whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement;

- any other damage which is the unavoidable result of the Project in accordance with the Agreement;
- injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents' servants or their contractors (not being employed by the archaeological contractor) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.

12.8 Where excavation has taken place, backfilling and reinstatement will not be the responsibility of the archaeological contractor unless arrangements have previously been agreed.

Copyright and Confidentiality.

12.9 The archaeological contractor will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation. This does not impact the use of materials by the WYAAS as detailed in section 7.2 above.

12.10 The archaeological contractor will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the *Copyright, Designs and Patents Act 1988*.

12.11 The archaeological contractor will advise the Client of any such materials supplied in the course of projects, which are not the archaeological contractor's copyright.

12.12 The archaeological contractor undertakes to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition, the archaeological contractor further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect the archaeological contractor's and the CIFA general ethical obligations not to suppress significant archaeological data for an unreasonable period and does not compromise the use of information by third parties identified in section 9 above.

Standards.

12.13 The archaeological contractor conforms to the standards of professional conduct outlined by CIFA and the *British Archaeologists and Developers Liaison Group Code of Practice*.

12.14 Project Directors normally will be recognised in an appropriate Area of Competence by the CIFA.

12.15 Where practicable the archaeological contractor will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

13.0 Appendix 2 ~ Digital Data Management Plan.

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| Project Administration |
| <ul style="list-style-type: none"> The project will be labelled with a unique code according to the year they were commissioned and the type of project followed by a Site name. Data will be further subdivided within the project folder according to its type. The project will also be provided with a unique accession code provided by the relevant collection authority. Digital data intended for deposition will receive a unique code provided by OASIS. As standard the digital report will provide details of the Project code and Site name, the museum accession code (where applicable) the name of the Project Manager, company email address, telephone number, the name of the client the work was carried out on behalf of. |
| Data Collection |
| <ul style="list-style-type: none"> Digital photographic records (jpegs or preferably Tiff files if they can be taken in this format originally) of archaeology encountered, and its setting will be maintained for each project. A digital report (pdf) will include findings and interpretation, specialist reports, and copies of the context, drawing and photographic registers (where applicable). Cad drawings of trench locations, gids, baselines will be produced (where applicable) CAD drawings of selected plans, sections and elevations may also be produced (where applicable) Geophysical data will be stored in raw and interpreted formats (not applicable for this project) |
| Documentation and Metadata |
| <ul style="list-style-type: none"> Excel spreadsheets containing meta data pertaining to the deposited digital archive will be provided in a format that adheres to standards set out by the ADS |
| Ethics and Legal Compliance |
| <ul style="list-style-type: none"> Digital data will comply with data protection and privacy compliance obligations. Photographic images which include the general public will not be included within the deposited digital archive, unless express permission had been granted and will be included with the deposited digital data Copyright belongs to On-Site Archaeology and remains so in perpetuity, unless otherwise granted to a third party. |
| Storage and Backup |
| <ul style="list-style-type: none"> Digital data will be stored on the server, backed up on external hard drives and uploaded to the P-Cloud on a weekly basis Digital photographs will be downloaded and backed up on the server on a weekly basis. The files will be saved to the relevant site folder and saved under their download date. |
| Selection and Preservation |
| <ul style="list-style-type: none"> Data produced may need to be rationalised through a selection process before being deposited with a digital archive with an aim to retain one representative photograph per archaeological feature in order to avoid duplication. Data rationalisation will follow the FAIR principles (Findable, Accessible, Interoperable, Reusable) In some circumstances cost benefit analysis may preclude the inclusion of non-essential data that does not directly contribute to the preservation by record of the project ADS initial flat fee £160 plus VAT (price includes 150 free photographs) price increases with any additional item of data |
| Data Sharing, Accessibility and Reuse |
| <ul style="list-style-type: none"> Digital data will be deposited with the ADS in the required accessible formats suitable for the standard ADS interface unless the results of the work merit a more interactive interface, in which case we will liaise with the ADS to discuss options |
| Responsibilities |
| <ul style="list-style-type: none"> Data management will be carried out by the managing director of On-Site Archaeology, Nicholas Pearson |