

Ambrey Archaeology

Written Scheme of Investigation for Archaeological evaluation at Kingsway Nurseries, Chippenham Road, Corston, SN16 0HW

Version 2

Planning reference: PL/2025/03530

Date: 30th March 2026

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Ambrey Archaeology, Yarpole, Herefordshire, HR6 0BJ

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1. Introduction

This Written Scheme of Investigation (WSI) has been prepared by Tom Rogers of Ambrey Archaeology who have been requested by Chris Neil, Senior Project Manager at Corston Architectural Detail, to carry out a programme of archaeological evaluation at Kingsway Nurseries, Chippenham Road, Corston, SN16 0HW (ST 91357 82797).

Wiltshire Council have granted planning permission for demolition of remaining horticultural nurseries and erection of employment facilities, comprising office and product development premises (Class E) and warehouse and light industrial facilities (Class B2 and B8). Ancillary uses include a mobility hub, café, and accommodation, together with landscaping, drainage, and other associated works.

A desk-based assessment of the site (TVAS 2019) prepared for a previous application has identified a potential for the survival of buried deposits within the site.

Therefore, in line with national guidance (NPPF paragraph 207) and local guidance (Wiltshire Core Strategy, Core Policy 58) permission for the works (planning reference PL/2025/03530) was granted, subject to conditions including Condition 7 which requires a programme of archaeological works.

A response to the planning application from Wiltshire Council's Archaeology team (the Curator), stated that: *It is therefore required that an archaeological trial trench evaluation be undertaken in order to provide further information on the archaeological potential of the site. The total length of trenching should be equal to approximately 4% of the area available for trenching with a 1% contingency for further trenching should this be required.*

Consultation with Timothy Havard, Assistant County Archaeologist of Wiltshire (by email in March 2026) confirmed that the required sample was of 4% of the area of former glasshouses with a 1% contingency.

2. Site description

The site lies between the villages Hullavington and Corston in north-west Wiltshire. It comprises the northern half of a former glasshouse nursery built in the mid-20th century to the north-west of the A429 road. The site is at a height between c85m OD in the west sloping to OD 83m to the east.

The landscape is largely agricultural, generally set to arable with some woodland. The Bristol to London railway line runs approximately east-west, 150m south of the site.

The southern part of the site has recently been redeveloped as Kingsway Business Park. Glasshouses in the northern section will have been removed prior to the evaluation.

Bedrock at the site is largely Jurassic Cornbrash with no superficial deposits of mapped (BGS, 2026).

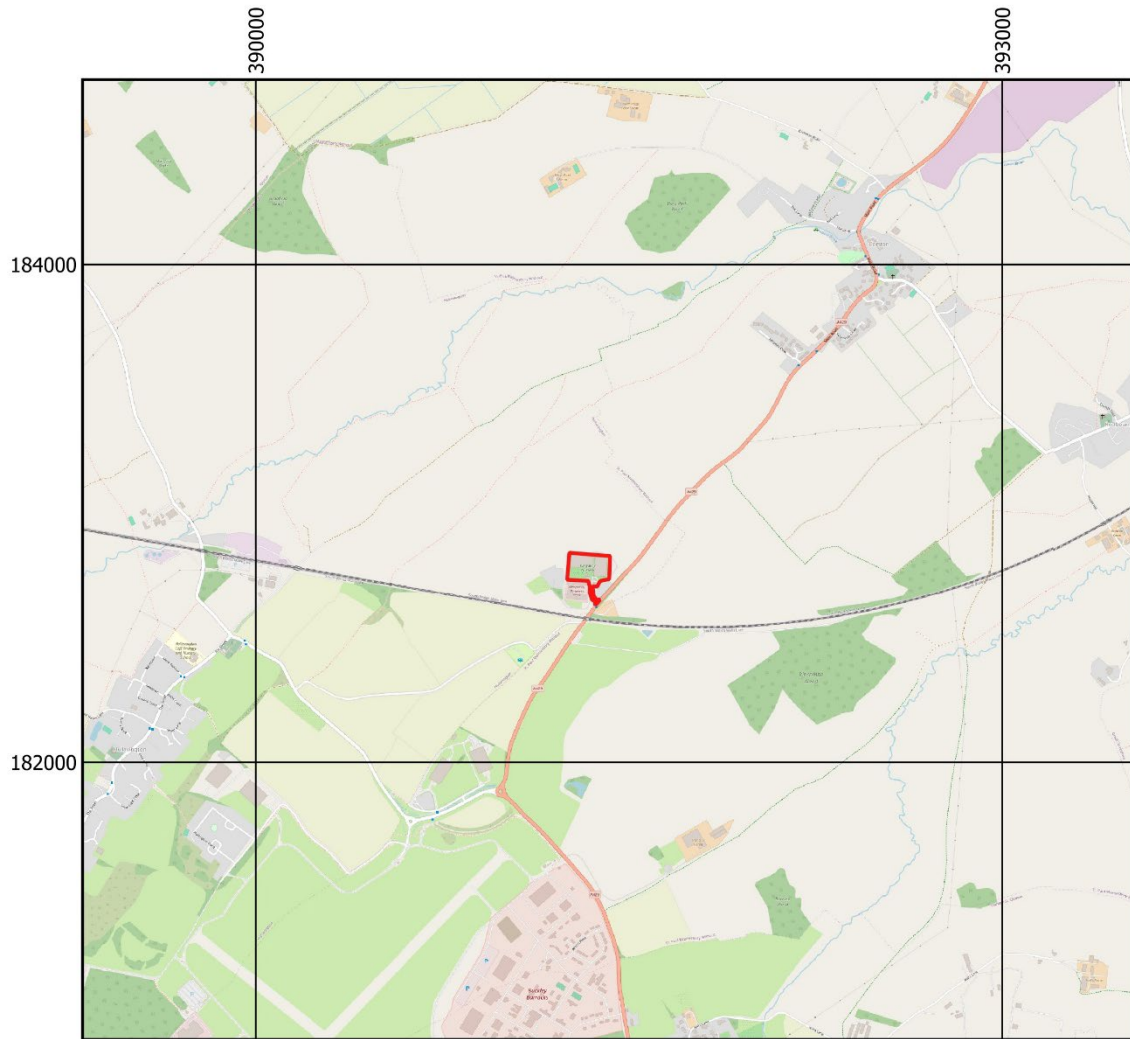


Figure 1. Site location

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3. Historic Environment Background

This summary is derived from the archaeological desk-based assessment of the site prepared by Thames Valley Archaeological Services (TVAS 2019).

The site lies between the towns of Malmesbury and Chippenham, both of which have been settlement foci since the Saxon period. Malmesbury was originally the focus of an Iron Age promontory hillfort with substantial defences recorded in the north-east quadrant of the town. Chippenham is known to have been a thriving settlement during the Saxon period, although no confirmed archaeological remains or chance finds of that period have yet been made within the historic core of the town. However, evidence for the development of the town during the Medieval period is well-documented.

In the vicinity of the site, the extent of known archaeological sites is limited. The parish of Hullavington itself was bounded by the Roman road known as the Fosse Way which ran south-west to north-east approximately 5km to the west of the site, while the Saxon road known as Kingsway crossed the eastern corner of the parish following the Malmesbury-Chippenham road immediately to the east of the site.

Medieval/post-Medieval ridge and furrow has been identified from LiDAR images at Kingsway Farm to the east of the site. Two post-Medieval Grade II listed buildings are located within the study area. These include the barn at Kingsway Farm and a milestone on Hullavington Road.

The remainder of the post-Medieval entries refer to extant and demolished farmsteads and outfarms recorded from cartographic sources as part of the Wiltshire Historic Farms Mapping Project. The modern entries recorded in the HER within the study area comprise Hullavington Airfield and its Stanton air raid shelters to the south-west of the site.

Hullavington Airfield was opened June 1937 as a Flying Training Station. It was selected in 1938 as one of a series of Aircraft Storage Units used for storage of reserves for the front-line. A Conservation Area encompasses the buildings, the airfield and some adjacent land.

Historic maps show the site to be within an agricultural landscape until the 1970s when the former nursery was constructed.

4. Aims and Objectives

The aims and scope of the evaluation are to undertake sufficient fieldwork to: - determine the presence or absence of archaeologically significant deposits; identify their location, nature, date and preservation; assess their significance and assess the likely impact of the proposed development.

This Written Scheme of Investigation for a programme of archaeological works details the scope of the evaluation and makes provision for further stages of works should the results of the evaluation indicate further work is needed.

The scope of any further works cannot be laid out in detail until the evaluation has been undertaken, but all parties should be aware that this could take the form of open area excavation, a watching brief during construction, alterations to the scope of the post-excavation requirements or other methods necessary to ensure compliance with NPPF and local planning policies.

It is considered that the results of the archaeological evaluation within the site have the potential to address Strategic Objectives set out in the South West England Archaeological Research Framework although, in the absence of clear indications of the nature of archaeological remains within the site, should they survive, it is not possible at this stage to be specific as to which objectives might be addressed.

5. Personnel

The project will be carried out by Elizabeth Connolly MA ACIfA and Tom Rogers MSc MCIfA.

As accredited associate member and member of CIfA, Elizabeth Connolly and Tom Rogers are bound to the CIfA's Code of Conduct, standards and guidelines (see CIfA 2014).

Elizabeth graduated from the National University of Ireland Galway in 1995 and gained an MA in Ethical and Cultural Studies in 1997. She then worked in archaeology on various sites in Ireland, both urban and rural, as well as travelling widely in India, Australia and America. In 2002 she became eligible to hold an excavation licence in the Republic of Ireland and carried out excavations for three Irish consultancies as well as a period as a self-employed archaeological contractor. She also worked for the Archaeological Survey of Ireland carrying out rapid ground surveys of sites in County Limerick.

Since moving to England, Elizabeth has worked as Casual Project Officer for Worcestershire Archaeology and as Archaeological Researcher for Border Archaeology, during which time she prepared desk-based assessments, heritage impact assessments, rapid appraisals and historic backgrounds to fieldwork projects, largely in the Midlands. She founded Ambrey Archaeology in 2018 and has since carried out numerous watching briefs, evaluations, desk-based assessments and building recording exercises.

Tom graduated from the University of Sheffield in 1993 with a degree in Archaeology and Prehistory and then gained an M.Sc., by Advanced Research into Palaeoanthropology also from Sheffield. Subsequently he worked on numerous archaeological projects as Archaeologist, Supervisor and Project Officer in England, Scotland, France and the Republic of Ireland where he was considered eligible to hold an archaeological licence. He also worked for Wiltshire County Council as a Projects Archaeologist, contributing to the Monuments Protection Programme on behalf of English Heritage and producing the project design for the Wiltshire Extensive Urban Survey.

For 16 years he was Project Manager, then Senior Project Manager for Worcestershire Archaeology, during which time he managed over 450 archaeological projects ranging in scale from small watching briefs to large scale excavations, many of which were published in archaeological journals. During this time he developed the digital survey, digital context recording and UAV capabilities of the service and managed the building recording team. He also wrote numerous desk-based assessments, Environmental Impact Assessments and Conservation Plans and contributed to the South Worcestershire Joint Core Strategy. He joined Ambrey Archaeology in July 2022.

As an accredited associate member and member of ClfA, Elizabeth and Tom are bound to the ClfA's Code of Conduct, standards and guidelines (see ClfA 2014, updated 2022).

Should it be required, analysis will be carried out by the following specialists:

Analysis of artefacts - Rob Hedge MCIfA:

(<https://www.linkedin.com/in/robhedge/?originalSubdomain=uk>).

Animal bone analysis – Matilda Holmes :

(<https://archaeozoology.co.uk/>)

and Lisa Gray, Creekside Archaeobotany

(<http://www.lisagray.co.uk/>)

6. Methodology

6.1 General

The works will comply with relevant professional, ethical and technical standards (including data standards), legislation and appropriate guidance.

These will include the ClfA Code of Conduct (revised 2022), *Universal Guidance for Archaeological Field Evaluation* (ClfA 2023) and *Standards and Guidance for Archaeological Assessment and Fieldwork in Wiltshire and Swindon Borough* (WCAS 2025).

Where possible, the works will also be carried out to achieve the aims of the ClfA Carbon Reduction Guide Table. Steps in this direction already undertaken include the following

- Ambrey Archaeology's Offices are powered by solar energy
- Ambrey Archaeology concentrates on the production of digital rather than paper based recording.
- Ambrey Archaeology re-uses tools and equipment where possible and safe
- Ambrey Archaeology reduces mileage by arranging accommodation for projects more than 40 miles distant from the office
- Ambrey Archaeology uses local suppliers where required for the hire or supply of equipment

Evaluation procedures will conform to *Universal Guidance for Archaeological Field Evaluation* (ClfA 2023).

6.2 Mobilisation

Prior to commencing fieldwork, a risk assessment method statement for the works will be produced.

The LPA Archaeological Advisor will be given 2 weeks' notice of the commencement of the work following the agreement of this WSI and is invited to visit the site to monitor fieldwork progress.

6.3 Programme

It is intended that fieldwork will be carried out in May 2026.

6.4 Fieldwork trenching

Correspondence with Tim Havard, Assistant County Archaeologist for Wiltshire Council, has established that the required evaluation sample can be achieved with the excavation of seven trenches, each 30m long and 1.8m wide in the locations shown on Figure 2 to achieve a 4% sample of the developable area of the site. A further 1.5no trenches or equivalent areas extending from existing trenches has been identified as a contingency sample.



Figure 2. Proposed trench locations

Trenches will be laid out using a Real Time Kinetic Global Position System (GPS). Prior to excavation, the locations of the trenches will be scanned using a Cable Awareness Tool.

Initial excavation of the trenches, removal of topsoil and made ground, will be carried out using a mechanical excavator fitted with a toothless bucket and under archaeological supervision. Subsequent cleaning and excavation of archaeological features will be undertaken by hand.

The location and size of the trenches may be altered to take account of the proximity of unknown services, buried structures or hard surfaces, subject to the approval of the Curator.

The trenches will be excavated to the natural substrate or to archaeological levels to allow surfaces to be cleaned and inspected.

Once the trenches have been opened and an initial summary has been made of the extent or absence of archaeologically significant features, an update will be provided to the Curator by telephone or email including photographs where appropriate. The Curator is invited to visit the site to monitor fieldwork progress and advise on the sampling strategy.

Should trenches be left open overnight, one end of each trench will be ramped to allow the egress of wildlife.

6.5 Sampling

A sample of 50% of discrete features such as pits and postholes, 1m wide section across linear features considered to be archaeologically significant will be excavated and recorded. Should a revision be required in sampling strategy, the Curator will be contacted.

Environmental samples up to 40 litres in volume will be taken from suitable deposits using 10 litre sample buckets. All samples will be labelled with the AMB392 code, context number and sample number. Unless otherwise agreed with the Curator, a proportion of the samples will be processed, sorted and assessed for discussion in the report, with a statement as to the potential for further analysis. Selection of deposits for sampling will follow guidance set out in English Heritage (2011).

Where required, an appropriate specialist and/ or Historic England Regional Science Advisor will be consulted in relation to the collection of palaeoenvironmental material, industrial residues or other relevant scientific material.

6.6 Artefact retrieval

All identified finds and artefacts will be retained from sampled contexts, although certain classes of building material may sometimes be discarded after recording if an appropriate sample is retained. All hand retrieved finds will be placed in a bag with a waterproof label giving the project, name and number, the HER primary reference number, the context number, the date of retrieval and the excavator's initials. Finds such as medieval glass or organic objects which will deteriorate if exposed to heat and light will be placed in a labelled, secure box out of direct sunlight. Metalwork will be placed in individual perforated bags or boxes and placed in a secure finds box so that it can be dealt with as soon as the finds are taken off site. Should significant metalwork, decorated material, coins or other objects of particular importance be uncovered, these will be designated 'small finds' and will be individually bagged, assigned a 'small finds' number and the exact location of retrieval, including height will be recorded. Unstratified artefacts will only be collected if it is judged that their retrieval will add materially to the interpretation of the archaeological works.

All finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the Institute of Conservation (ICON) (2023) *First Aid for Finds* and the museum's guidelines. The finds selection/discard policy will be informed by the ClfA Toolkit for Selecting Archaeological Archives.

6.7 Context recording

Context recording will be undertaken using context sheets and other pro-forma recording sheets. Plans and sections will be drawn on permatrace at an appropriate scale 1:10, 1:20 or 1:50 and tied into the OS National Grid using a Leica GS07 and CS20 Controller Real Time Kinetic Global Positioning System (GPS).

Photographic recording will include digital images taken with a digital SLR camera set at a minimum of 12 megapixels in high resolution TIFF (uncompressed) format and, where appropriate, a Mavic 2 Pro UAV.

6.8 Complex Archaeological remains

In the event of unexpectedly complex/significant archaeological remains being revealed, archaeological mitigation arrangements can be agreed following consultation with the curator (Wiltshire Council's Historic Environment Team), the developer and the main contractor. The client should be aware that in this event work may be interrupted for sufficient time to record the remains to a suitable archaeological standard.

6.8 Human remains

Should human remains be encountered they will be covered, protected and shielded from public view until a meeting can be arranged with the Archaeological Advisor to Wiltshire Council and the Historic England Science Advisor. This will address whether, due to the condition of the remains or the risk of damage in the future, the remains should be excavated at this stage or left *in situ*.

Should the remains be left *in situ* care will be taken, as far as possible, to emulate pre-existing conditions by careful replacement of the material in which the remains were originally buried.

Should excavation be deemed necessary the Ministry of Justice will be informed and a licence to excavate the remains will be applied for. Once the licence has been obtained the remains will be removed and post excavation process will be carried out following guidance set out in *Excavation and post-excavation treatment of cremated and inhumed human remains* (McKinley & Roberts, 1993).

6.8 Treasure

If any artefacts are encountered that would constitute 'treasure' as defined by The Treasure Act, 1996, the Archaeological Advisor to Wiltshire Council will be informed immediately and they will be reported to the local Coroner and relevant Finds Liaison Officer. Any artefacts deemed to be Treasure will be excavated on the day they are discovered and removed to a secure site. If this is impractical then appropriate security provided until full excavation and removal can occur.

6.9 Backfilling

When the trenches have been recorded to the satisfaction of the Curator, they will be backfilled using the excavator and monitored by AA staff. Where significant archaeological remains are identified, and it has been considered that these would be best preserved in situ the remains will be suitably protected prior to backfill.

Subsoil and topsoil will be replaced in order and the surface levelled as far as site conditions permit. Photographs will be taken of each backfilled trench.

6.10 Report

Following completion of fieldwork, a report will be prepared for submission to the Client and Curator. The report will contain:

- Non-technical summary
- Location plan showing the area/s covered by the evaluation, all artefacts, structures and features found
- Plan and section drawings (if features are encountered) with ground level and vertical and horizontal scales.

- Written description and interpretation of all deposits identified, including their character, function, potential dating and relationship to adjacent features
- Specialist descriptions and illustrations of all artefacts and soil samples will be included as appropriate.
- An indication of the potential of archaeological deposits which have not been disturbed by the development
- A discussion of the local, regional and national context of the remains by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional HER as appropriate.
- A detailed archive list itemising all contexts recorded, all samples finds and find types, drawings and photographs taken. This will include a statement of the intent to deposit, and location of deposition, of the archive.
- Artefactual retrieval policy, treatment and discard will follow the requirements of the receiving museum. Specialist advice regarding finds and environmental samples taken on site will be provided
- The finalised report will contain an OASIS form in addition to the one submitted online (project ref. OASIS id: ambreyar2- 541404)

6.11 Dissemination

Digital copies of the report will be supplied to the Client (or Client's representative) in .pdf format. A copy may be forwarded to the Curator or, where requested, Ambrey Archaeology will forward a copy directly to the Curator.

The report will be submitted to the HER within three months of completion of fieldwork, or when the report is included in support of a planning application, whichever is the shorter.

Where appropriate, a short summary will be published in a local journal.

Ambrey Archaeology will register the report with OASIS within 6 months of completion of fieldwork, or when the report is included in support of a planning application, whichever is the shorter.

6.12 Archive

6.12.1 Selection Strategy

Archive selection will take place at the post excavation stage once appropriate analyses have been undertaken. Retention and discard strategies will be undertaken by the Project Manager, in accordance with the *CIfA Toolkit for Selecting Archaeological Archives* and with reference to recommendations made by material specialists and following guidance from the LPA Archaeological Advisor and the receiving repository. The aim of the selection process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not relevant to future analysis.

Details relating to the standards for the generation of digital data is set out in the accompanying Data Management Plan in Appendix 1.

6.12.2 Archive preparation, temporary storage and deposition

The site archive will be prepared in accordance with Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990) and the principles set out in the *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006*. It will be quantified, ordered, indexed and internally consistent.

Prior to formal deposition of the archive, it will be temporarily stored in a suitable location and condition, such to ensure that no part of the archive will suffer degradation.

The archive will then be deposited in accordance with the procedures for the deposition of archaeological archives set out in *Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives to Wiltshire Museum, Devizes*.

Wiltshire Museum, Devizes have been contacted to inform them of the proposed project and an accession number will be obtained. Any box fees stipulated by the museum will be met.

The digital archive generated by the archaeological works will be compiled in accordance with the Archaeology Data Service (ADS) standards and guidelines comprising all relevant born-digital data (images, survey data, digital correspondence, site data collected digitally etc.) and digital copies made of all other relevant written and drawn data produced and/or collected during fieldwork and as part of the subsequent post-excavation analysis phase.

7. Public Outreach

Depending on the findings of the archaeological evaluation, opportunities for public engagement will be explored. The results of the archaeological works will be available publicly via the publication of the findings in a local journal and a copy of the report will be submitted to Wiltshire Historic Environment Record.

8. Health and safety

The Client must notify Ambrey Archaeology if asbestos is known to be present on the site. All access to potential areas of risk will be carried out in line with The Control of Asbestos Regulations 2006 (Statutory Instrument 2006 No. 2739). The presence of asbestos may prevent access to part, or the whole, of the site.

The Client must notify Ambrey Archaeology of any hazards within the archaeological site before the project commences. These include unsafe parts of any structure (e.g. unstable walls, rotten floors), the presence of other contractors, hidden voids and contaminated ground or materials.

9. Conditions

9.1 General

In undertaking an archaeological project Ambrey Archaeology's support (or otherwise) cannot be assumed or expected for any development proposal unless specifically indicated.

Ambrey Archaeology will not have, or obtain any tenancy, or other estate, or interest in the archaeological site other than the access granted for the purposes of the archaeological project.

9.2 Responsibilities of the client

The Client will be responsible for obtaining all necessary permissions for undertaking the project. Of particular importance may be any consents for sites scheduled (or areas of archaeological importance) under the Ancient Monuments and Archaeological Areas Act 1979, or any other designated heritage assets (Listed Building, Scheduled Ancient Monument, Registered battlefield, park or garden, or wreck, Conservation Area).

In addition, the Client will be responsible for ensuring all checks have been made with respect to current environmental legislation, notably the Wildlife and Countryside Act 1981 (as amended), Countryside and Rights of Way (CROW) Act 2000, and the Natural Environment and Rural Communities Act (in England and Wales) 2006.

Access to the site is the responsibility of the Client. Permissions for access must be arranged by the Client, with the landowner and tenant, as appropriate.

10. Insurance

Ambrey Archaeology is covered by professional indemnity insurance (with a limit of £100,000) and public liability insurance (with a limit of £5,000,000). Insurance is with AXA Insurance UK Plc (Policy number AC SPI 4636719, expires 14th June 2026). The insurance will be renewed to the same limits following this.

Ambrey Archaeology is also covered by Unmanned Aerial Systems (UAS) insurance compliant with (EC) 785/2004 as required by the Civil Aviation Authority (CAA). Insurance is with Starr International (Europe) Limited (SIEL) (Policy number CDA22092199GBP, expires 27th June 2026). The insurance will be renewed on the same terms following this.

11. Copyright

Ambrey Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyrights, Designs and Patents Act 1988 with all rights reserved.

12. Bibliography

BGS 2026 GeoIndex Onshore available online at:

<https://www.bgs.ac.uk/map-viewers/geoindex-onshore/> (accessed 19th March 2026)

Brown, D. H. 2011. *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (revised edition)

Chartered Institute for Archaeologists 2020 *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*

Chartered Institute for Archaeologists 2023a *Standard for Archaeological Field Evaluation*

Chartered Institute for Archaeologists 2023b *Universal Guidance for Archaeological Field Evaluation*

Chartered Institute for Archaeologists 2014 (updated 2022) *Code of conduct: professional ethics in archaeology*

Mckinley J & Roberts c, 1993. *Excavation and post-excavation treatment of cremated and inhumed human remains*. IFA Technical Paper No. 13.

Wiltshire Archaeological and Natural History Society Collections Trust 2026 *Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives to Wiltshire Museum, Devizes* available at https://www.wiltshiremuseum.org.uk/wp-content/uploads/2026/03/Deposition-Guidelines_Wiltshire-Museum_Archaeology-Archives_2026-17-02-v1.6.pdf

Wiltshire Council Archaeology Service 2025 *Standards and Guidance for Archaeological Assessment and Fieldwork in Wiltshire and Swindon Borough*, dated June 2025

Wiltshire Council 2015 Wiltshire Core Strategy Adopted January 2015
https://www.wiltshire.gov.uk/media/372/Wiltshire-Core-Strategy-adopted-2015/pdf/Wiltshire_Core_Strategy_2015.pdf?m=1735555642237

Appendix 1 Data management plan

1. General

This Data Management Plan (DMP) outlines how data will be collected, stored, documented, shared, and preserved throughout a project to ensure its integrity, accessibility, and long-term usability.

The sections outlined below will be updated by the Project Manager/Officer during the project and will be used at the end of the project in the archive deposition process.

Table 1: Project Administration

Project ID / OASIS ID
Ambrey Archaeology ref: AMB392 Oasis id: ambreyar2- 541404
Project Name
Archaeological evaluation at the former Kingsway Nurseries, Chippenham Road, Corston, SN16 OHW
Project Description
Archaeological evaluation ahead of proposed demolition of remaining horticultural nurseries and erection of employment facilities comprising office and product development premises (Class E) and warehouse and light industrial facilities (Class B2 and B8). Ancillary uses include a mobility hub, café, and accommodation, together with landscaping, drainage, and other associated works.
Project Funder / Grant reference
Funds obtained from the property owners confirmed by signed agreement
Project Manager
Tom Rogers [REDACTED]
Principal Investigator / Researcher
Elizabeth Connolly [REDACTED]
Data Contact Person
Tom Rogers [REDACTED]

Elizabeth Connolly [REDACTED]
Date DMP created
19 th March 2026
Date DMP last updated
19 th March 2026
Version
1
Related data management policies
The written scheme of investigation <i>CifA 2020 Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives</i> Historic England, Chartered Institute for Archaeologists and DigVentures 2019 <i>Dig Digital; A guide to managing digital data generated from archaeological investigations</i>

2. Data Collection

The type, format and volume of data generated by the project is estimated below. This table will be updated as the project progresses. Data formats used are standardised, openly documented and, where possible, non-proprietary.

Table 2. Data Collection file types

Type	Formats	Estimated archive volume
Spreadsheet	Excel (.xlsx)	1 file
Text/document	Word (.docx) Acrobat (.pdf)	3 x documents < 100mb
Vector graphic	AutoCAD (.dxf/.dwg)	1 file
Image	Lossy (.jpg) Uncompressed (.tif)	50 x images average size 4mb
GIS	Shapefiles (.shp and assoc. files)	Up to 10 .shp files (and associated)

3. Existing Data

Site location plans and project designs have been supplied by the client.

4. Data Standards and methods

Standard methods of data collection will be applied during the course of the project following the methods outlined in the Written Scheme of Investigation.

5. Data Storage / File Naming

The working project archive will be stored in a project-specific folder on Ambrey Archaeology's server which is backed up on a cloud based database.

Project folders are named following established organisational procedures. Data collected will be downloaded and raw data will be stored in the appropriate sub-folder.

File naming conventions follow established organisational procedures, based on ADS file naming guidance, and include version control management.

6. Quality Assurance

Instruments used in the collection of data are calibrated as per manufacturers' specification or guidance and checked regularly to ensure they are in full working order. All Site records and data collected will be reviewed during fieldwork to ensure data is accurate and secure.

7. Documentation and metadata

Data collected will include standard formats that maximise opportunities for use and reuse in the future

8. Ethics and legal compliance

An agreement confirming intellectual rights and copyright has been obtained. Copyright is addressed in Section 12 of the Written Scheme of Investigation.

9. Data Security: Storage and Backup

Scanned paper records, drawings and photographs will be stored on the Ambrey Archaeology Network Attached Storage (NAS) system on return to the office and backed up on a cloud data service. Sufficient data storage space is available on the NAS, which includes two-factor authentication and permissions-based access. The server is accessible by staff on- and off-site through a secure log-in.

10. Selection and Preservation

The DMP and digital selection strategy will be reviewed in the post-excavation phase and finalised with relevant stakeholders. The Selection Strategy will be based on the Written Scheme of Investigation, and defined by the research aims, regional and national research frameworks, specialist advice and the significance of the results of the project.

All photographs and scanned versions of pro-forma recording sheets, drawings and photographs will be retained.

Unless the site proves to have no archaeological significance, the paper and digital archive will be

deposited with Wiltshire Museum. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. A Project Initiation Form has been sent to the museum. A copy of the digital report will also be lodged with Wiltshire Historic Environment Record.

The costs of archiving have been included in the project budget.

11. Data Sharing

A summary of the project will be included on the OASIS on line database, the receiving museum/archive and digital archive repositories, and will be updated as the project progresses.

The investigations are likely to result in the production of several documents: WSI and final report.

The final report is provisionally scheduled to be completed within 6 months of the completion of fieldwork.

A final version of the project report will be supplied to the Wiltshire Historic Environment Record and OASIS, and any data which the HER request can be provided directly to it.

The location(s) of the final archaeological archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the archaeological archive on line under a creative commons licence and the dataset will receive a unique identifier (DOI).

Data-specific requirements, ethical issues or embargoes that are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

12. Responsibilities

The Project Manager will be responsible for implementing the DMP and ensuring it is reviewed and revised at each stage of the project.