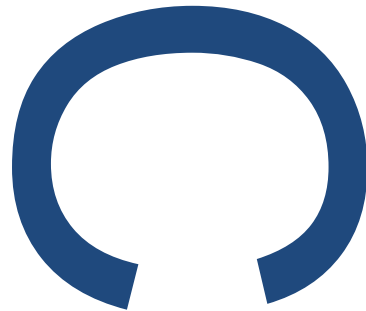
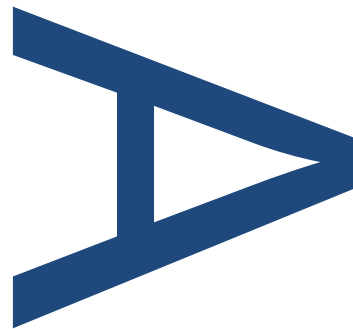


**Oak Lawn, Compton Avenue, London
N6 4LB**



**Written Scheme of Investigation for an
Archaeological Watching Brief**



Planning reference **HGY/2026/1708**

Local planning authority **London Borough of Haringey**

Site Code **tbc**

PCA project no **K11479** ***Date*** **July 26**

PRE-CONSTRUCT ARCHAEOLOGY LIMITED

www.pre-construct.com

Project Information	
Site name	Oak Lawn, Compton Avenue, London N6 4LB
Report type	Written Scheme of Investigation for an Archaeological Watching Brief
Site address	Oak Lawn, Compton Avenue, London N6 4LB
NGR	TQ 2725 8768
Local planning authority	London Borough of Haringey
Planning reference	HGY/2023/0541
Commissioning client	By Construction (London) Two Limited
Project date	tbc
Archive site code	tbc

PCA Information			
PCA project code	K11479	PCA report number	n/a
PCA Project Manager	Peter Moore		
PCA office	London		
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Graphics checked by:	Hayley Baxter	
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1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Ltd (PCA) has been commissioned by Andrew Selby of By Design Limited on behalf of By Construction (London) Two Limited to undertake an archaeological watching brief at Oak Lawn, Compton Avenue, London N6 4LB. The site is centred on Ordnance Survey National Grid Reference TQ 2725 8768 (Figure 1 & 2) and is located within the London Borough of Haringey.
- 1.2 Oak Lawn is located on the eastern side of Compton Avenue. The site comprises an extant house and gardens forming a rectangular plot fronting onto Compton Avenue to the west and bounded by a property called Heathview to the north, Compton House to the south, and the rear of 3 Sheldon Avenue to the east. It lies just to the south of the Tier 1 Medieval Bishop's Lodge Archaeological Priority Area (APA), and within the Tier 3 Medieval Hornsey Park APA which is considered to have the potential to contain well preserved prehistoric, Roman and medieval remains as well as archaeological features associated with the management of the woodland in the medieval and post-medieval periods. There is not a desk-based assessment report for the site but a GLHER report has been commissioned (Search 19952).
- 1.3 The planning application is for Approval of details reserved by conditions 5 (cycle parking) and condition 8 (Construction Management Plan) attached to planning permission with ref: HGY/2025/3500 for minor Material Amendment (S73 Application) to vary Condition 2 (approved Plans) of Planning Permission Ref: HGY/2023/3351 for the demolition and replacement of the existing house. The minor material amendment seeks design revisions to Neo-Georgian, introduction of terrace above porch entrance, stone surrounds and brick quoins, fenestration rearrangement with larger pane casement windows, amendments to rear elevation including new sliding doors and the loss of ground floor bay windows.
- 1.4 An archaeological Watching Brief is proposed on groundworks associated with the redevelopment of the site. These will include the excavation of a large basement following demolition of the existing house, plus any associated excavations for new services. This Written Scheme of Investigation designs the archaeological works.
- 1.5 The works will be undertaken by a full-time archaeological supervisor and other archaeological staff (if required) working for PCA. The works will be monitored by the Archaeology Advisor to the local planning authority, at GLAAS, Historic England.
- 1.6 All works will be undertaken in accordance with the following documents:
 - This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
 - Guidelines for Archaeological Projects in Greater London (GLAAS 2026)
 - *MoRPHE* (Historic England, 2015).
 - '*Standard for archaeological monitoring and recording*' (ClfA Dec 2023)
 - '*Universal guidance for archaeological monitoring and recording*' (ClfA Dec 2023)
- 1.7 Pre-Construct Archaeology Limited is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Practice'.

2 BACKGROUND

2.1 Geological and Topographical Background

- 2.1.1 The British Geological Survey online viewer (BGS Online) records the bedrock geology of the site as Bagshot Formation - sand. This is a sedimentary deposit laid down in the Palaeogene Period between 47.8 and 56 million years ago. No specific information about superficial geology is recorded by the BGS, but borehole records just to the west of the site on Cortney Avenue¹ describe Head deposits comprising stiff sandy gravelly clay to a depth of 1.40m below ground level.
- 2.1.2 The site lies on gently sloping land on the north side of a ridge of high ground running from Hampstead Heath to the southwest of the site to Highgate to the east. The site itself is broadly even ground, at a height of around 109m OD.
- 2.1.3 The River Lea is the nearest major watercourse, located around 7km to the east of the site. The Thames lies around 8km to the south.

2.2 Archaeological and Historical Background

- 2.2.1 No DBA has been prepared for the site; however, a search of the Greater London Historic Environment Record (GLHER) has been commissioned (search reference 19952).

Archaeological Priority Areas

- 2.2.2 The site lies to the south of the Bishop's Lodge, Highgate APA, which contains the site of the Bishops Lodge, a medieval house and lodge acquired by the Bishop of London in 1293. The APA is designated Tier 1 as it contains archaeological earthworks, and cropmark remains associated with the medieval lodge. Evidence of a 63m square building platform has been recorded within the APA, and the infilled moat has the potential to contain waterlogged deposits and environmental remains (OA 2021).
- 2.2.3 The site is within the Hornsey Park APA which covers part of the medieval Hornsey Park. The APA contains a large area of undeveloped land (Haringey Golf Course) which has escaped post-medieval and modern development and accordingly has the potential to contain well preserved archaeological remains dating to the prehistoric, Roman and medieval periods. During the medieval period Hornsey Park was a hunting park belonging to the Bishop of London. Earthwork remains of the medieval hunting lodge have been found in the area. A large number of prehistoric finds dating to the Mesolithic and Neolithic periods have been recorded to the south of the APA in Camden, highlighting the potential for further such remains to be present within the APA.
- 2.2.4 Historic England's GLAAS were consulted on the development by LB Haringey and recommended a Watching Brief on the groundworks and investigation of any features of archaeological interest which are revealed.²

¹ Borehole TQ28NE417 <https://api.bgs.ac.uk/sobi-scans/v1/borehole/scans/items/18375061>

² Letter from Sandy Kidd, Historic England, to Benjamin Coffe, LB Haringey, dated 29/01/24, ref 218619

3 RESEARCH DESIGN

3.1 The archaeological work will aim to address the following primary objectives and questions:

- To establish the underlying natural geology of the site
- To establish the presence or absence of any prehistoric remains.
- To establish the presence or absence of any Roman remains.
- To establish the presence or absence of any Saxon or early remains
- To establish the presence of medieval remains, and to establish whether they are related to the remains of the Bishop's Lodge to the north.
- To establish the presence or absence of post-medieval remains.
- To establish the extent of all past post-depositional impacts on the archaeological resource.

4 SITE METHODOLOGY

4.1 Investigation Design

- 4.1.1 The proposed works comprise an archaeological watching brief on groundworks associated with the redevelopment on the site. These are expected to comprise the excavation of a basement, new footings plus any associated ground reduction and services (
- 4.1.2 Figure 3).
- 4.1.3 Any mechanical plant used for excavations will be fitted with a flat-bladed grading bucket for careful operation through archaeological soils. The excavation work will be continuously monitored by the attendant archaeologist, who will be able to direct the groundworkers if archaeological remains are apparent.
- 4.1.4 Where safe, the archaeologist will enter the excavations to record all features exposed. Where there are health and safety factors, which will inhibit access and which cannot be overcome, recording will be made from the existing ground surface, if this can be done suitably. If archaeological remains cannot be effectively investigated or recorded from ground level, then discussion will be held with the groundworks contractor in order to design a safe system of work and allow trench access..
- 4.1.5 The watching brief will continue until either formation level is reached or until the GLAAS advisor agrees that the work can cease.

4.2 Investigation and Recording Techniques

- 4.2.1 The Client's groundworks contractor will allow sufficient time for the archaeologist to recover artefacts and to record or sample, where appropriate, any features or deposits exposed during the works. The relevant faces of each trench which requires examination or recording will be cleaned using appropriate hand tools.
- 4.2.2 All archaeological features (stratigraphical layers, cuts, fills, structures) will be investigated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 4.2.3 If substantial or quantitative remains are found, then the Client agrees that it may be necessary to mobilise additional resources to complete the required investigations.
- 4.2.4 All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be affected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 4.2.5 No human remains are expected to be found. However, if human remains are exposed, they will be protected and left in situ until agreement is reached on whether they are to be removed or not. If so, this can only follow the receipt of a burial licence from the Ministry of Justice.

4.3 Monitoring

- 4.3.1 PCA will notify the Archaeology Advisor to the LPA of the commencement of fieldwork one week in advance.

4.3.2 Reasonable access to the site will be granted to the Archaeology Advisor to the LPA and other representatives of the Council who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.

4.3.3 The PCA site supervisor will provide regular updates to the PCA Project manager who will then accordingly update the Client and GLAAS.

4.4 Access and Safety

4.4.1 The site will be secured by the Client. Site access for vehicles and pedestrians will be as directed by the Client.

4.4.2 The Client will arrange access to the site on a start date to be confirmed and notified.

4.4.3 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCAs H&S Policy Statement (2026) and Site Rules (2026) will be followed at all times. A site-specific Risk Assessment will be prepared; this will be reviewed and updated daily by the site supervisor.

4.4.4 No significant contamination issues are expected. If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The Client will be informed as soon as possible. PCA will not remove any asbestos from site.

4.4.5 The Client will make provision for on-site welfare/toilet facilities which can be used by PCA.

4.4.6 The Client's groundworks contractor will undertake responsibility for securing the excavations and providing safe means of access/egress to the trenches.

4.4.7 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready.

4.4.8 The majority of PCA's field staff are CSCS card holders although it should be noted that new CSCS cards are no longer issued to non-construction occupations.

5 RECORDING SYSTEMS

5.1 Site Code

- 5.1.1 A unique-number site code will be obtained from the London Museum prior to the commencement of the fieldwork. This unique identifier will be continued and any relevant designations such as context number and section number will be continued sequentially from those already used during the initial phase of investigation.

5.2 Site Records

- 5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the London Borough of Haringey, which is those developed out of the Department of Urban Archaeology Site Manual and presented in Pre-Construct Archaeology Ltd.'s *Operations Manual 1* (Taylor & Brown 2018). No alternative recording system will be adopted without prior agreement with the Archaeology Advisor to the Local Planning Authority.
- 5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced in the Local Authority area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the London Museum. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the London Museum equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS benchmarks used and the site TBM will also be indicated.
- 5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made either using digital GPS or on polyester-based drawing film at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and hand-drawn information will be digitised for eventual CAD application.
- 5.2.5 At least one long section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

5.3 Stratigraphic Matrix

- 5.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will

be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

5.4 Survey

- 5.4.1 A digital GPS will be used to record trench positions, baselines, datums and discreet archaeological features. If complex or intercutting remains are found then hand-planning will be used, tied to baselines located by GPS.

5.5 Photographic Record

- 5.5.1 An appropriate photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. Digital photographs will be taken of all archaeological features and deposits and black and white film photographs will be taken when considered appropriate by the excavator and supervisor. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by London Museum Archaeological Archive.

6 TREATMENT OF FINDS AND SAMPLES

6.1 General

- 6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

6.2 Environmental

- 6.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.
- 6.2.2 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the Archaeology Advisor to the Local Planning Authority and, if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.
- 6.2.3 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

6.3 Artefactual

- 6.3.1 All finds retrieval policies of PCA will be adopted and all identified finds and artefacts will be retained or discarded according to the PCA retention and discard policies appropriate to the material type and date. Any finds identified for discard will be catalogued and discarded upon approval of the report by the archaeological adviser.
- 6.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's 'Conservation Guidelines No.2' and the London Museum's 'Standards for the Preparation of Finds to be Permanently Retained by the London Museum'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the Archaeology Advisor to the Local Planning Authority agrees that this will not be necessary).
- 6.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the London Museum should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

7 ARCHIVES AND REPORTS

7.1 General

- 7.1.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with the London Archaeological Archive (LAA), the *Guidelines for the Preparation of Archaeological Archives* will be followed.
- 7.1.2 The client agrees, by approval of this document, to donate all finds and archives to the London Museum Archaeological Archive. This has been confirmed and the landowner identified (Appendix 1).
- 7.1.3 The minimum acceptable standard for the site archive is defined in the *Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015). It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to LAA. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 7.1.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.1.5 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the Greater London HER along with the GLHER report form as soon as possible after the completion of archaeological works.
- 7.1.6 Minimum requirements for public dissemination are for OASIS report forms to be submitted to the OASIS Project as soon as possible or within six months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the *London Archaeologist: Excavation Round-Up*. Such publications will meet the minimum requirements set out in *Appendix 7, Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within six months of the completion of fieldwork. A copy of the client report will be sent to the Local Studies Library.
- 7.1.7 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the *Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015) will be followed.

7.2 Report

- 7.2.1 Notwithstanding details included above all fieldwork and results will be fully recorded and a Watching Brief Report prepared. Copies of the report will be forwarded to the commissioning Client and the Archaeology Advisor to the Local Planning Authority.

7.2.2 The report will include the following items:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological work relevant to the watching brief;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the watching brief and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the watching brief strategy;
- Statement of potential of the archaeology;
- Conclusions (and recommendations following consultation with the Council);
- Bibliography;
- Acknowledgements;
- OASIS form.

7.2.3 The project resource agreed between PCA and the client allows for the production of a watching brief report, to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide our client a draft copy of the report for comment within three weeks of the completion of the fieldwork, to then be provided to the Archaeology Advisor to the Local Planning Authority within two-four weeks after the completion of the fieldwork.

8 SIZE AND STRUCTURE OF EXCAVATION TEAM

- 8.1 The Watching Brief will be supervised by a full-time member of PCA's staff who has considerable experience of working in the urban environment and with an understanding of the landscape issues associated with this site. They will be supported by professional archaeological staff and services from within PCAs established team, as and when required.
- 8.2 A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime.

9 PROGRAMMING

- 9.1 The date of commencement of the fieldwork is currently unknown but will only proceed following approval of this document by the GLAAS. The duration of on-site fieldwork is to be determined.

10 PUBLIC ENGAGEMENT

- 10.1 No on-site public engagement is proposed for this project. If significant findings are made during the work, then discussions will be held with the client about how these can be disseminated to the public,

likely via PCA's website and social media.

- 10.2 Should the fieldwork lead to further mitigation work then further opportunities for public engagement will then be explored.

11 BIBLIOGRAPHY

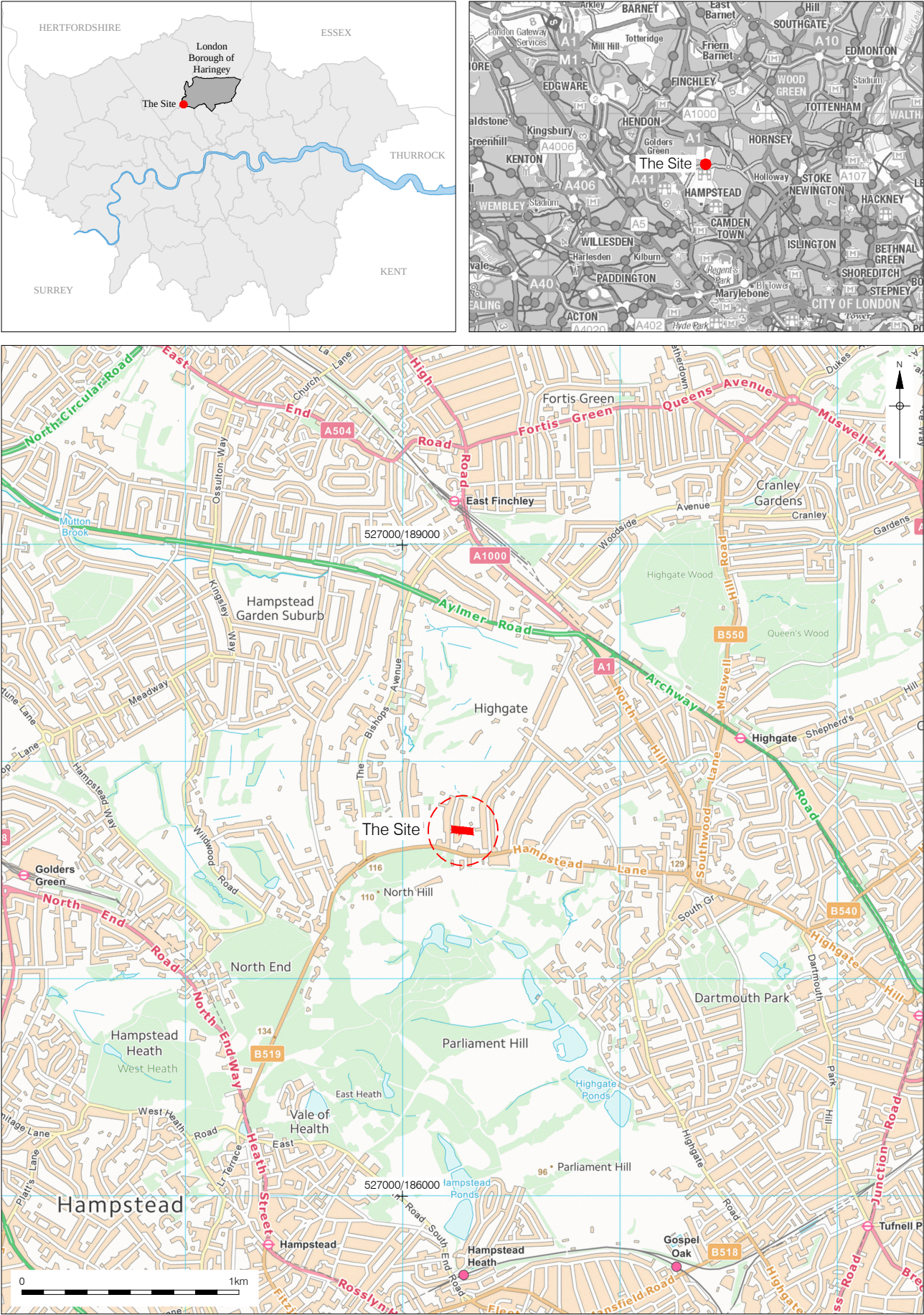
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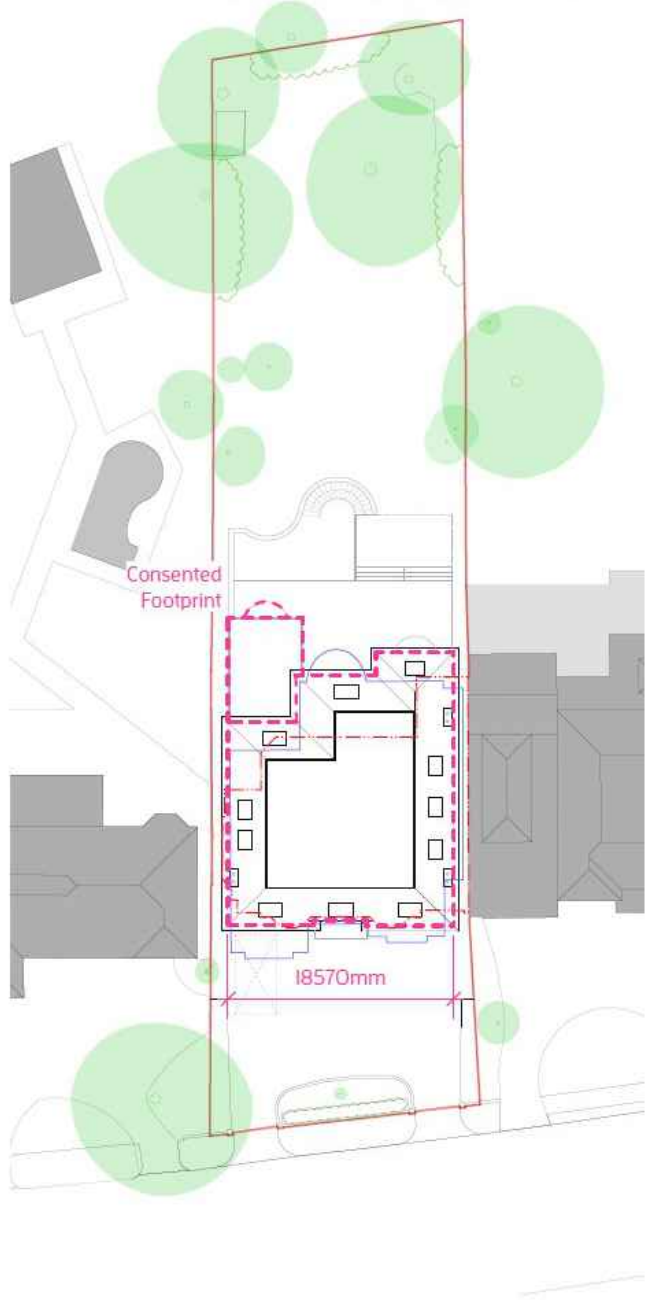
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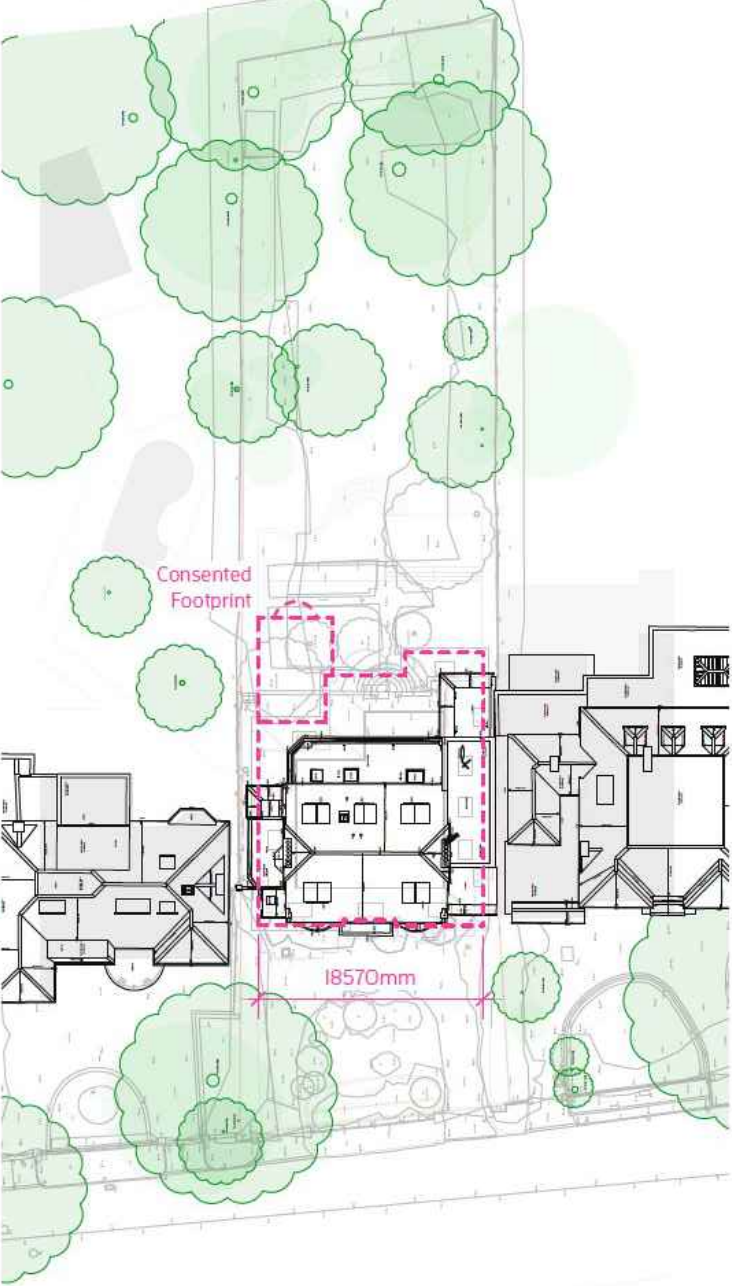
Figure 2
Detailed Site Plan showing the Footprint of the Proposed Development
1:500 at A4



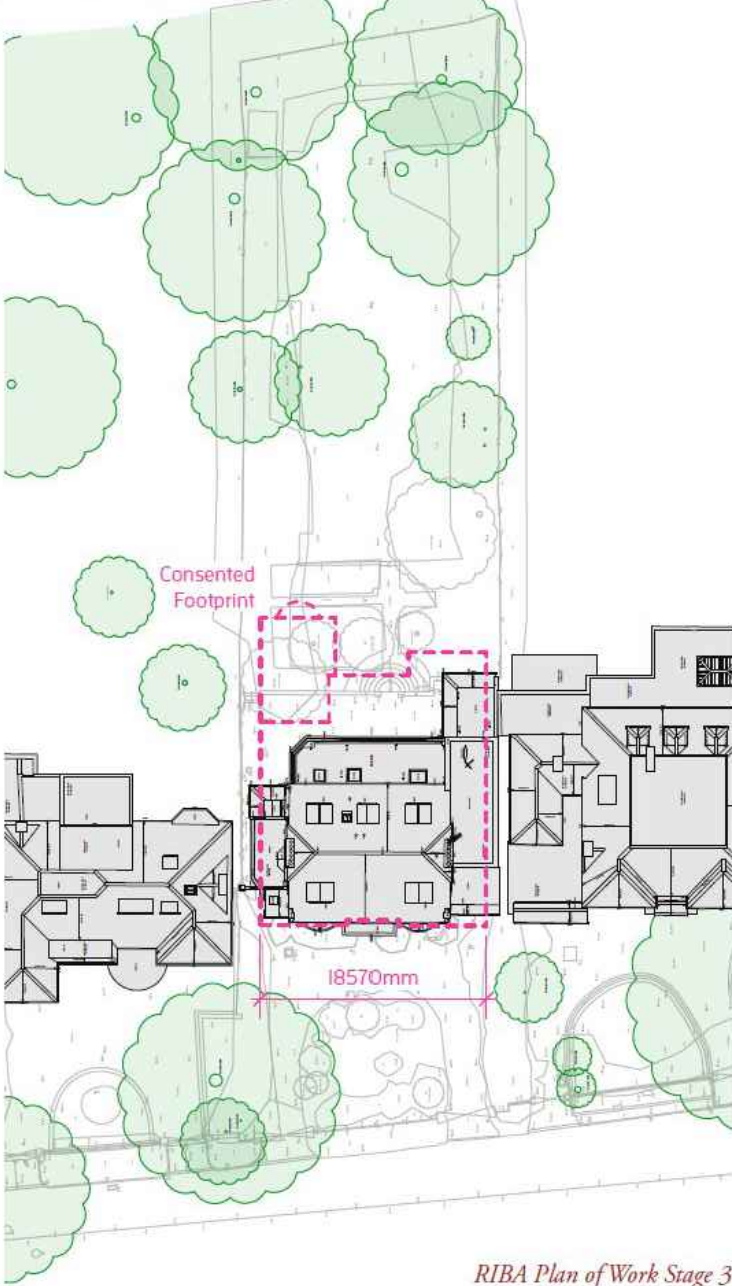
Consented Site Plan by Charlton Brown Architects



Overlay - Consented Site Plan & Existing Site Plan



Existing Site Plan



RIBA Plan of Work Stage 3

0 25m

Appendix 1 Landowner Identification and Acknowledgement of Transfer Form



PCA London Office

Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London, SE4 2PD



operations ~ 020 7732 3925

administration ~ 0207 358 2197

post-excavation services ~ 020 7639 9091



info@pre-construct.com



www.pre-construct.com

WRITTEN SCHEME OF INVESTIGATION: LANDOWNER IDENTIFICATION AND ACKNOWLEDGEMENT OF TRANSFER FORM

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site Name: OAK LAWN

Site Address: COMPTON AVENUE
LONDON

Site Code NG 4LB

Pre-Construct Archaeology Limited have been commissioned to undertake the archaeological investigation by [REDACTED] By Construction (London) Two Limited

This form needs to be completed and included in the submitted Written Scheme of Investigation as Historic England (GLAAS) now require (1) landowner details and (2) acknowledgement that the landowner is aware that the archive resulting from this archaeological investigation will be deposited with the London Museum and that at a future date they will be required to sign the deed of transfer.

By completing this form the landowner identification and the landowner's awareness that the archive will be transferred to the London Museum is confirmed.

We have been informed by Historic England that without this information the Written Scheme of Investigation will NOT be approved and that the development will not be allowed to start.

The form requires the name and address of the landowner and if they are a company their Company Registration Number.

Therefore, could you please complete the details below and return this letter by post or e-mail to the following:

Peter Moore
pmoore@pre-construct.com

Pre-Construct Archaeology Limited
Unit 40, Brockley Cross Business Centre
96 Endwell Road, London SE4 2PD

NAME AND ADDRESS OF SITE LANDOWNER

Name: VLADIMIR SKIGUINE & IRINA GALIKHANOVA

Address: FLAT 8, BUXMEAD, 67 THE BISHOPS AVENUE,
LONDON, N2 0RG

COMPANY REGISTRATION NO. _____

Appendix 2 DIGITAL DATA MANAGEMENT PLAN

Section A: Project Information				
HER# (Site Code):	tbc	Other Site Codes	n/a	
Site Full Location	Oak Lawn, Compton Avenue, London Borough of Haringey N6 4LB			
OASIS ID:	tbc	K-Code:	K11479	
Museum Acc. #	tbc	NGR #	TQ 33724 89474	
Planning Ref #:	HGY/2023/0541	Planning Authority	London Borough of Haringey	
DMP Written	24/04/2024	DMP Last Updated	n/a	
Project Manager/ Primary Contact:	Peter Moore	Project Type:	Watching Brief	
Client:	By Construction (London) Two Ltd	Site Supervisor:	tbc	
Data Sharing Agreement in Place?	No			
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)	
Section B: Estimated Volume of Data				
File types generated as part of the project archive by PCA:				
Data Type	Format	Estimated Volume	Details/Comment	
Spreadsheets	Excel (.xlsx), .csv	Tbc		
Database	Access (.accdb)	Tbc		
Text/Documents	.pdf, Word (.docx)	Tbc		
Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Will existing or external data be utilised?			YES	
If yes, list type of data and source: External specialist reports, external images				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	Tbc	Site generated	
Graphics	.dwg,	Tbc	Office generated	
GIS	.shp	Tbc	Site generated	
Text/Documents	.pdf, Word (.docx)	Tbc	Office generated	
Section C.: Data Acquisition, Processing, and Analysis				
What methods and data standards will be undertaken?				
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, as well as any specific London guidelines, whenever possible and will be updated as the project progresses, or as guidance is modified.				
What file naming/structure is in place and how will version control be maintained? Display example below.				
Example file name: PCA_XXX25_Land South of Holy Trinity Church, Philip Lane, Tottenham, London Borough of Haringey N15 4GZ_Watching Brief_CM_rev1				
Key: PCA (Organisational identifier) XXX25 (site code) Land South of Holy Trinity Church, Philip Lane, Tottenham, London Borough of Haringey N15 4GZ (Site name) Watching Brief (report type) CM (author identifier) rev1 (version control identifier)				
The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).				
What Quality Assurances of the data are in place?				
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.				
Section D: Documentation and Metadata:				
How can the data be read?				
Data collected during the course of the project will include standard formats as listed within section B.				
What documentation and metadata will be provided when the data is archived?				
A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository				
Section E: Ethics and Legal Compliance:				
How can the identity of individuals be protected if required				
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.				

Is the data GDPR 2018 compliant?		
All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.		
Who owns the data generated during the course of this project?		
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.		
Section F: Storage and Backup:		
Is sufficient storage in place?		
All project data will be held on a server based at our London office. The server has sufficient space to hold all data generated during the project.		
What backups are in place?		
Project data will be stored on a companywide intranet and on servers located at our London office.		
What data security is in place?		
All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.		
Section G: Selection and Preservation:		
Which data will be selected for inclusion within the project archive?		
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.		
What is the long-term preservation plan for the project dataset?		
The digital archive will be deposited with the ADS.		
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	NO	
Has the Museum or depository been contacted	NO	
Section H: Data Dissemination:		
How will the dataset or parts of it be shared?		
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.		
Section I: Responsibilities:		
Who will manage the data?		
The project manager will be responsible for implementing the data management plan and its security.		
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/IT Specialist	
General Data backup	IT Specialist/Archives Officer	



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