

Written Scheme of Investigation for an Archaeological Watching Brief at
1-15 Queen Victoria Street and 147-148 Friar Street, Reading

Prepared for:

Thackeray Estates Reading Investments Ltd

Planning reference number:

PL/24/0422

Oasis number:

archaeol40-527627

Project No: 3169

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Contents

1. Introduction	2
2. Site Description	4
3. Archaeological and Historical Background	4
4. Objectives	5
5. Timetable of Works.....	6
6. Fieldwork.....	6
7. Monitoring.....	11
8. Post-fieldwork programme.....	11
9. Staff	13
10. Health and Safety	14
11. Community Engagement and Outreach.....	14
12. Insurance	14
13. Quality Control.....	15
14. Arbitration.....	15
15. Sources.....	15
Figures.....	17
Selection Strategy.....	25
Data Management Plan	29

Figures

Figure 1. Site Location	23
Figure 2. Location of development area	24

Summary

This Written Scheme of Investigation (WSI) details a programme of archaeological watching brief to be undertaken by Archaeology England Ltd at the request of Thackeray Estates Reading Investments Ltd.

The archaeological watching brief will monitor all groundworks associated with works at Nos. 147 and 148 Friar Street, and Nos. 1 and 15 (odd numbers) Queen Victoria Street, Reading, RG1 1SY - Reading Borough Council's planning application number: PL/24/0422. The site is centred on National Grid Reference (NGR) SU 71507 73566.

1. Introduction

- 1.1.1. This WSI details a program of archaeological watching brief to be undertaken by Archaeology England Ltd (henceforth – AE) at the request of Thackeray Estates Reading Investments Ltd. (henceforth – ‘the Client’).
- 1.1.2. The archaeological watching brief will monitor all groundworks associated with works at Nos. 147 and 148 Friar Street, and Nos. 1 and 15 (odd numbers) Queen Victoria Street as part of a redevelopment project to provide reconfigured basement and ground floor uses along the frontages of Friar Street and Queen Victoria Street. The proposed development will also include an apart-hotel (Class C1) on all upper floors at 1-15 Queen Victoria Street and 147-148 Friar Street, Reading, RG1 1SY.
- 1.1.3. The Reading Borough Council Planning Application Number is PL/24/0422. The OASIS number is archaeol40-527627. The site is centred on NGR SU 71507 73566.
- 1.1.4. Condition 23 on the Planning Decision Notice states that:

A) No development shall commence on site, barring any remaining demolition works and any remaining repair works to the 12 roof level gables at 1-15 Queen Victoria Street and 148 Friar Street (as per approved plans: P22018- FCH-BA-XX-DR-A-1140 Rev P01 – Existing Elevation 01; P22018-FCHBA- XX-DR-A-1450 Rev P01 –Demolition Elevation 01, as both received on 26/08/2022; and, P22018-FCH-BA-XX- DR-A-1400 Rev P05 – Proposed Elevation 01, as received on

04/07/2024), until a programme of archaeological work including a Written Scheme of Investigation (WSI) has been submitted to, and approved by, the Local Planning Authority in writing. The WSI shall include an assessment of significance and research questions; and:

- 1. The programme and methodology of site investigation and recording*
- 2. The programme for post investigation assessment*
- 3. Provision to be made for analysis of the site investigation and recording*
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the WSI.*

B) The Development shall take place in accordance with the WSI approved under condition (A). The apart-hotel shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the WSI approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured

- 1.1.5. The purpose of the proposed archaeological monitoring and recording is to record the presence, absence, and character of any archaeological features, structures, deposits, artifacts, or ecofacts within the potential development area (CIfA 2023). This assessment aims to evaluate their research potential and provide the local planning authority with the necessary information they are likely to require in connection with the proposed development. These requirements are outlined in Chapter 16 of the National Planning Policy Framework (2023) and the Reading Borough Local Planning Policy (2019).
- 1.1.6. This Specification has been prepared by Jennifer Muller MA (AE).
- 1.1.7. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (CIfA); *Standard for Archaeological Monitoring and Recording* (2023), and *Universal Guidance for Archaeological Monitoring and Recording* (2023). AW is a Registered Organisation with the CIfA.

2. Site Description

- 2.1.1. The development area is located in Reading city centre, Berkshire RG1 1SY. The site is at the junction of Station Road and Queen Victoria Street with Friar Street, centred on NGR SU 71507 73566 (Figures 1-2).
- 2.1.2. The site is approximately 0.15ha in size and comprises two adjoining late 19th-century Grade II listed buildings (1–15 Queen Victoria Street and 147 Friar Street) and two further non-designated buildings that appear to be of 19th-century date or early 20th-century date (145–146 Friar Street) (Davies, 2022). The buildings contain commercial units on the ground floor, and a mix of office and commercial units on the upper floors. At the rear are various structural extensions and additions.
- 2.1.3. Topographically, the site is situated on a flat ridge between the River Thames to the north and the River Kennet to the south. The site is level and sits at 47m above Ordnance Datum (aOD).
- 2.1.4. The bedrock geology beneath the proposed development area is Seaford Chalk Formation and Newhaven Chalk Formation – Chalk, a sedimentary bedrock formed between 89.8 and 72.1 million years ago during the Cretaceous period. These are overlaid by Taplow Gravel Member - Sand and gravel, a sedimentary superficial deposit formed between 362 and 126 thousand years ago during the Quaternary period (BGS, 2024).

3. Archaeological and Historical Background

- 3.1.1. A desk-based assessment was produced by Oxford Archaeology for Thackerey Estates in 2022 (Davies, 2022). The following is a summary of the key findings from this study.
- 3.1.2. Based on the assessment, Oxford Archaeology concluded that the site has a moderate potential to contain prehistoric and Roman artifacts, such as flint

tools, coins, and pottery sherds, which would be of local significance. The site's proximity to the early medieval settlement of Reading also suggests a moderate potential for discovering early medieval remains, which could be of regional significance.

- 3.1.3. The assessment further noted that later medieval remains have been identified nearby, with evidence of continuous occupation from the 12th century onwards. There is a high potential for medieval, post-medieval, and modern archaeological remains to survive within the site, although previous urban development may have disturbed some areas. However, remains could still exist in less disturbed pockets.

4. Objectives

4.1. Watching brief

- 4.1.1. This WSI sets out a program of works to ensure that the watching brief will meet the standard required by The Chartered Institute for Archaeologist's *Standard for Archaeological Monitoring and Recording* (2023).
- 4.1.2. The objective of the watching brief will be:
- to allow the investigation and recording of any archaeological features that are uncovered during the proposed groundworks,
 - to provide the opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief are not sufficient to support the treatment to a satisfactory or proper standard.
 - The watching brief could enhance our understanding of urban origins, particularly from Medieval chronologies onward (Hey and Hind 2014).
- 4.1.3. A written report will be compiled following the fieldwork. Sufficient desk-top

research will be undertaken to ensure that the results of this work are properly understood, interpreted, and reported.

5. Timetable of Works

5.1. Fieldwork

- 5.1.1. The watching brief will be carried out in Winter 2024. Any changes to the timetable, along with the exact dates of the work will be communicated to Berkshire Archaeology prior to the commencement of groundworks.

5.2. Report Delivery

- 5.2.1. The report will be submitted to the Client and to Berkshire Archaeology within two months of the completion of the fieldwork. A copy of the report will also be sent to the regional Historic Environment Record (HER).

6. Fieldwork

6.1. Watching Brief Details

- 6.1.1. The work will be undertaken to meet the standard required by The Chartered Institute for Archaeologists' *Standard for Archaeological Monitoring and Recording* (2023).
- 6.1.2. The watching brief will monitor all groundworks associated with the development. The work should be undertaken using a tracked excavator equipped with a flat-bladed bucket working from a single front. During the groundworks the site archaeologist undertaking the watching brief will be afforded the required access by the main contractor in order to observe and where necessary to record any archaeological remains revealed.
- 6.1.3. The watching brief will preserve, by record, detailed information on all archaeological deposits within the designated area, prior to their likely destruction as a consequence of the development. The site archaeologist will record and removed stratigraphically, all archaeological deposits, horizons and artefacts encountered. Less significant archaeological deposits and features

will be recorded without significant delay to the work program.

- 6.1.4. Where significant or complex archaeological deposits or features are encountered there will be a requirement for work in those areas to cease and those areas to be fenced off and highlighted to all contractors employed on the site. Machines or contractors shall not enter this area until archaeological recording has been completed.
- 6.1.5. If significant archaeological features are encountered a meeting between the Client, Berkshire Archaeology and AE will be called at the earliest convenience. Contingency arrangements will be made. Contingency costs will be agreed in advance before any extension to the program commences and will follow a site meeting between AE, the Client (or their representatives) and Berkshire Archaeology.

6.2. Recording

- 6.2.1. Recording will be carried out using AE recording systems (pro-forma context sheets, etc.) using a continuous number sequence for all contexts.
- 6.2.2. Plans and sections will be drawn to a scale of 1:50, 1:20 or 1:10 as required and related to Ordnance Survey datum and published boundaries where appropriate.
- 6.2.3. All features identified will be tied into the OS survey grid and fixed to local topographical boundaries. Photographs will be taken in digital format with an appropriate scale, using a 10MP+ camera with photographs stored in Tiff format.

6.3. Finds

- 6.3.1. The professional standards set in the Chartered Institute for Archaeologists' *Standards and guidance for the collection, documentation, conservation, and research of archaeological materials* (2020) will form the basis of finds collection, processing, and recording.

- 6.3.2. Finds will be carefully excavated by hand. The excavation of fragile or particularly significant finds will be undertaken in consultation with an appropriate archaeological conservator. Finds will be bagged by archaeological context, the location of special finds and flint working deposits will be recorded three dimensionally.
- 6.3.3. In most cases all finds will be recovered from site, quantified and assessed by a specialist. Finds retention and discard policies will be drawn up in conjunction with specialist advice and the requirements of the receiving archive or regional/national guidelines in conjunction with the *CIfA Selection Strategy Tool Kit* (CIfA 2019). If large quantities of material are identified, an onsite discard policy may be implemented under the guidance of relevant finds specialists and Berkshire Archaeology.
- 6.3.4. Retained finds will be suitably bagged, boxed and marked. Following cataloguing and initial analysis finds of low archaeological significance may be discarded following consultation with the specialists, Berkshire Archaeology and Reading Museum.
- 6.3.5. Finds recovered that are regarded as Treasure under The Treasure Act 1996 will be reported to HM Coroner for the local area.
- 6.3.6. Any finds which are considered to be in need of immediate conservation will be referred to a UKIC qualified conservator (normally Karen Barker, Antiquities Conservation Service).

6.4. Environmental Sampling Strategy

- 6.4.1. Bulk samples of up to 40 litres in volume will be collected both from deposits with significant potential for the preservation of paleoenvironmental material and those producing no archaeological material during excavation. This will allow any material suitable for dating to be recovered. Sampling will be avoided in areas of disturbance.

- 6.4.2. Once the archaeology is exposed, a site-specific sampling strategy will be drawn up and if significant environmental remains are encountered, a specialist environmental archaeologist will be engaged to advise on approach. All environmental sampling and recording will follow English Heritage's *Guidelines for Environmental Archaeology* (2011).

6.5. Human Remains

- 6.5.1. In the event that human remains are encountered, their nature and extent will be established, and the coroner informed. All human remains will be left in situ and protected during backfilling.
- 6.5.2. Where preservation in situ is not possible, the human remains will be fully recorded and removed under conditions that comply with all current legislation and include acquisition of an exhumation license from the Ministry of Justice (MoJ) and provision for reburial following all analytical work. Human remains will be excavated in accordance with the Chartered Institute for Archaeologists' *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993), and the Chartered Institute for Archaeologists' *Updated Guidelines to the Standards for Recording Human Remains* (2017).
- 6.5.3. A meeting with the Client, Berkshire Archaeology and AE will be called if the human remains are uncovered that are of such complexity or significance that the contingency arrangement would not be of sufficient to adequately deal with these remains.

6.6. Specialist Advisers

- 6.6.1. In the event of certain finds, features or sites being discovered, AW will seek specialist opinion and advice. A list of specialists is given in the table below although this list is not exhaustive.

Artefact type	Specialist
Lithics	Rebecca Devaney (Freelance)
Animal bone	Dr Richard Madgwick (Cardiff University) Dr Hannah Russ (archaeology.biz) Marina Chorro Giner (archaeology.biz) Jessica Waterworth (archaeology.biz)
CBM, heat affected clay, Daub etc.	Dr David Griffiths (archaeology.biz) Sandra Garside Neville (Freelance)
Clay pipe	Charley James Martin (Archaeology Wales)
Glass	Elizabeth Foulds (Freelance)
Cremated and non-cremated human bone	Natasha Powers (Rocket Heritage) Malin Holst (University of York) Dr Richard Madgwick (Cardiff University)
Metalwork	Dr Rhiannon Philp (Archaeology Wales) (Fe) Dr Siân Thomas (Archaeology Wales) (CuA) Dr Kevin Leahy (PAS/University of Leicester) Quita Mould (Freelance) Dr Tim Young (GeoArch)
Metal work and metallurgical residues	Dr Tim Young (GeoArch)
Prehistoric pottery (South West only)	Imogen Wood (Freelance)
Neo/BA pottery	Dr David Mullin (Freelance) Dr Alex Gibson (Bradford University)
IA Pottery (Northamptonshire)	Paul Blinkhorn (Freelance)
IA/Roman pottery	Dr Jane Timby (Freelance) Dr David Griffiths (archaeology.biz)
Roman Pottery	Dr Siân Thomas (Archaeology Wales) Dr Peter Webster (Freelance)
Medieval and Post Medieval Pottery	Paul Blinkhorn (Freelance)
Charcoal (wood ID)	Dana Challinor (Freelance)
Waterlogged wood	Professor Nigel Nayling (University of Wales – Lampeter) Damian Goodburn (MOLA) Mike Bamforth (Freelance)
Marine Molluscs	Dr Rhiannon Philp (Archaeology Wales) Dr Hannah Russ (archaeology.biz)
Pollen	Dr Rhiannon Philp (Archaeology Wales)
Charred and waterlogged plant remains	Wendy Carruthers (Freelance) Kath Hunter Dowse (Freelance) John Giorgi (Freelance)

6.1. Specialist Reports

6.1.1. Specialist finds and paleoenvironmental reports will be written by AE specialists, or sub-contracted to external specialists when required.

7. Monitoring

- 7.1.1. Berkshire Archaeology will be contacted prior to the commencement of archaeological site works and kept updated by the Client once the work is underway.
- 7.1.2. Any changes to the WSI will be agreed with Berkshire Archaeology on behalf of the Local Planning Authority.
- 7.1.3. Berkshire Archaeology will be given reasonable access to the site so that they may monitor the progress of the watching brief.
- 7.1.4. No backfilling will take place until Berkshire Archaeology has had the opportunity to inspect it unless permission has been given in advance. Berkshire Archaeology will be kept regularly informed about developments, both during the site works and subsequently during post-excavation.

8. Post-fieldwork programme

8.1. The Site Archive

- 8.1.1. An ordered and integrated site archive will be prepared in accordance with: Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2006) upon completion of the project.
- 8.1.2. The material archive (including artefacts and samples) will be prepared in compliance with CIfA Guidelines (Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives', 2020). The legal landowners' consent will be gained for deposition of finds. The digital archive (born digital and scanned material) will be deposited with the Archaeology Data Service (ADS).

8.2. Analysis

- 8.2.1. Following a review of the potential of the site archive, a programme of analysis and reporting will be undertaken. This will result in the following inclusions in

the final report:

- Non-technical summary
- Location plan showing the area/s covered by the groundworks, all artefacts, structures, and features found
- Plan and section drawings (if features are encountered) with ground level, ordnance datum 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 at the rear listing 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.

8.3. Report to client

- 8.3.1. Copies of all reports associated with the archaeological monitoring and recording, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and Historic England upon completion.

8.4. Additional reports

- 8.4.1. After an appropriate period has elapsed, copies of all reports will be deposited with the relevant county Historical Environment Record, OASIS and ADS.

8.5. Summary reports for publication

- 8.5.1. Short archaeological reports will be submitted for publication in relevant journals; as a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal.

8.6. Archive deposition

- 8.6.1. Reading Museum will be notified once work has begun and it is clear that an archive will be created that contains both archaeological material and data. At this point an accession number will be obtained. If no archaeological material is recovered, a digital only archive will be deposited with the ADS. This is in line with *Reading Museum Procedures for Archaeological Archives* 2016.
- 8.6.2. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.
- 8.6.3. After an appropriate period has elapsed, copies of all reports will be deposited with the relevant county Historical Environment Record, OASIS and ADS. Wherever the archive is deposited, this information will be relayed to the regional HER.

8.7. Finds deposition

- 8.7.1. The finds, including artefacts and ecofacts, excepting those which may be subject to the Treasure Act, will be deposited with Reading Museum, subject to the agreement of the legal landowners.

9. Staff

- 9.1.1. The project will be managed by Irene Garcia Rovira (AW Project Manager) and the fieldwork will be undertaken by AW staff. Any alteration to staffing before

or during the work will be brought to the attention of Berkshire Archaeology and the client.

10. Health and Safety

10.1. Limitation

10.1.1. Archaeologists will only enter the excavated area if it is stable, and it is safe to do so.

10.2. Risk Assessment

10.2.1. Prior to the commencement of work, AW will carry out and produce a formal Health and Safety Risk Assessment in accordance with The Management of Health and Safety Regulations 1999. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the Client for their review. All members of AW staff will adhere to the content of this document.

10.3. Other Guidelines

10.3.1. AW will adhere to best practice with regard to Health and Safety in Archaeology as set out in the FAME (Federation of Archaeological Managers and Employers) health and safety manual Health and Safety in Field Archaeology (2002).

11. Community Engagement and Outreach

10.1.1. The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.

10.1.2. Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

12. Insurance

12.1.1. AE is fully insured for this type of work and holds Insurance with Aviva

Insurance Ltd and Hiscox Insurance Company Limited through Towergate Insurance. Full details of these and other relevant policies can be supplied on request.

13. Quality Control

13.1. Professional Standards

13.1.1. AE works to the standards and guidance provided by the Chartered Institute for Archaeologists. AW fully recognise and endorse the Chartered Institute for Archaeologists' Code of Conduct, Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology and the Standard and Guidance for archaeological field evaluation (CIfA 2020) currently in force. All employees of AE, whether corporate members of the Chartered Institute for Archaeologists or not, are expected to adhere to these Codes and Standards during their employment.

13.2. Project Tracking

13.2.1. The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

14. Arbitration

13.1.1. Disputes or differences arising in relation to this work shall be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators' Arbitration Scheme for the Institute for Archaeologists applying at the date of the agreement.

15. Sources

British Geological Survey: Geology of Britain viewer. Accessed online:
www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html [Accessed: August 2024]

Chartered Institute for Archaeologists, 2019. *Toolkit for Selecting Archaeological Archives*.

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Chartered Institute for Archaeologists, 2020. *Standards and guidance for the collection, documentation, conservation and research of archaeological materials*.

Chartered Institute for Archaeologists, 2023. *Standard for Archaeological Monitoring and Recording*.

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Davies, Alex, 2022. *1–15 Queen Victoria Street and 145–148 Friar Street (QVS1+), Reading: Archaeological Desk-Based Assessment*. Oxford Archaeology, OA Reference No: 8150 [unpublished].

English Heritage, 2002. *Guidelines for Environmental Archaeology*.

English Heritage, 2015. *Management of Research Projects in the Historic Environment (MORPHE)*.

Hey, Gill and Hind, Jill (2014) *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas*. Project Report. Oxford Wessex.

Figures

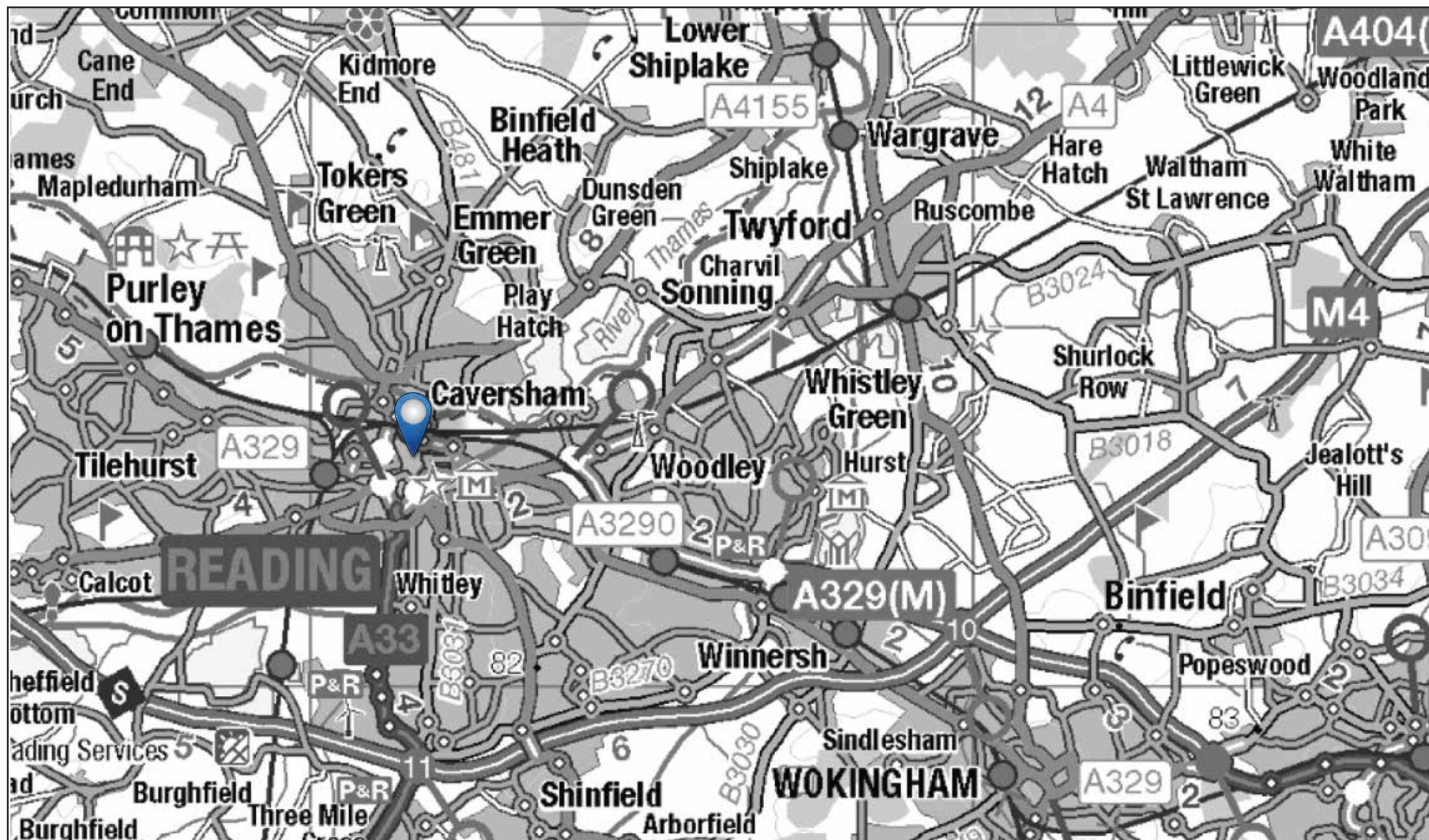
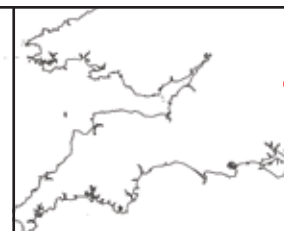


Figure 1. Site location.



Site location



0 1 2 km



ARCHAEOLOGY ENGLAND



Figure 2. Location of proposed development.



Selection Strategy

Project Information	
ID	3172
Name	1-15 Queen Victoria Street and 147-148 Friar Street
Project Management	
Project Manager	Irene Garcia Rovira
Post Excavation Manager	Rhiannon Philp
Organisation	Archaeology England
Stakeholders	
Collecting Institution(s)	Reading Museum; ADS; OASIS
Project Lead / Project Assurance	Irene Garcia Rovira
Landowner / Developer	Thackeray Estates Reading Investments Ltd.
Other	Berkshire Archaeology
Resources	No unusual resources required outside of AE normal operating equipment and personnel to implement this Selection Strategy.

Context

The archaeological watching brief will monitor all groundworks associated with works at Nos. 147 and 148 Friar Street, and Nos. 1 and 15 (odd numbers) Queen Victoria Street as part of a redevelopment project to provide reconfigured basement and ground floor uses along the frontages of Friar Street and Queen Victoria Street. The proposed development will also include an apart-hotel (Class C1) on all upper floors at 1-15 Queen Victoria Street and 147-148 Friar Street, Reading, RG1 1SY.

15.1. Digital Data

Stakeholders

Rhiannon Philp (PX manager), Irene Garcia Rovira (Project Manager), ADS, OASIS, Reading Museum

Data Management Plan (DMP)

Selection and De-selection

DMP Attached as a separate document

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

15.2. Documents

Stakeholders

Rhiannon Philp (PX manager), Irene Garcia Rovira (Project Manager),

Selection and De-selection

Selection

- 1.1. All original documentary material created during data gathering will be selected for inclusion in the final archive. Duplicates, photocopies of originals and research materials will be de-selected during archive completion
- 1.2. Selection reviews will be undertaken after the following phases:
 - Fieldwork
 - Reporting
 - Archive Completion
- 1.3. Relevant Standards and Guidance:
 - CIfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
 - CIfA. 2022 revision. Code of conduct: professional ethics in archaeology
 - Any information provided by Receiving Institutions
- 1.4. It is not envisaged that the selection decisions will deviate from standard guidelines

De-selection

It is envisaged that the material de-selected from inclusion in the preserved archive will be duplicates, re-productions, miscellaneous material, correspondence and GDPR/confidentiality created during the analysis phase of the project. De-selected material will therefore be retained to supplement AW/AE's research files. A copy of the complete digital working archive incl. the preserved archive is stored on AW/AE's server.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

15.3. Materials

Materials Selections Template

No	Find type	Selection Strategy	Stakeholders
3.1	Pottery	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Reading Museum
3.2	CBM	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Reading Museum
3.3	Metals	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Reading Museum
3.4	Worked Stone	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Reading Museum
3.5	Animal Bone	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Reading Museum
3.6	Lithics	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Reading Museum
3.7	Small Finds	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Reading Museum
3.8	Environmental Material	Retain until at least after Assessment. Further selection	Specialist; PXM; Reading Museum

		decisions to follow results of assessment.	
3.9	Modern (post 20 th C) Material	Note in paperwork and discard on site.	Site Staff; PXM

No	ALL	Material type	All categories
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Stakeholders

Rhiannon Philp (PX manager), Irene Garcia Rovira (Project Manager),

Selection

- a) All artefacts are returned to AW/AE Finds and Environmental processing facility and dealt with in accordance with the professional standards set in the Chartered Institute for Archaeologists' Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (2020). Selection may also be made prior to deposition based on Society of Museum Archaeologists' Selection, Retention and Dispersal of Archaeological Collections guidelines (1993), and consultation of the receiving institution's deposition guidelines (Reading Museum 2016).
- b) Selection reviews will be undertaken after the following phases:
 - Fieldwork
 - Assessment
 - Analysis (if required)
 - Archive Completion
- c) Relevant Standards and Guidance:
 - CIfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials
 - Historic England. 2011. Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)
 - Society of Museum Archaeologists. 1993. Selection, Retention and Dispersal of Archaeological Collections
 - Reading Museum. 2016. *Reading Museum Procedures for Archaeological Archives*
- d) It is not envisaged that the selection decisions will deviate from standard guidelines

Uncollected Material

All material will be collected in the first instance unless obviously modern (plastics/post 20th century artefacts).

De-Selected Material

After assessment stage material may be deselected based on the advice of the relevant material specialist and the requirements of the receiving institution. The selection strategy will be updated to reflect any decision made on de-selected material.

De-selected material will be assessed for educational value and retained/passed to an educational provider if deemed of use. If no further use is identified the de-selected material shall be discarded via Smiths Waste Management and deposited within their South Wales waste processing facility.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Data Management Plan

Section 1: Project Administration

Project ID / OASIS ID
• 3169 • QVS/24/WB • OASIS ID: archaeol40-527627
Project Name
1-15 Queen Victoria Street and 147-148 Friar Street
Project Description
The archaeological watching brief will monitor all groundworks associated with works at Nos. 147 and 148 Friar Street, and Nos. 1 and 15 (odd numbers) Queen Victoria Street as part of a redevelopment project to provide reconfigured basement and ground floor uses along the frontages of Friar Street and Queen Victoria Street. The proposed development will also include an apart-hotel (Class C1) on all upper floors at 1-15 Queen Victoria Street and 147-148 Friar Street, Reading, RG1 1SY.
Project Funder / Grant reference
Thackeray Estates Reading Investments Ltd.
Project Manager
Irene Garcia Rovira, Project Manager, Archaeology England irene@arch-england.co.uk
Principal Investigator / Researcher
Irene Garcia Rovira, Project Manager, Archaeology England

Data Contact Person
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Date DMP created
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Related data management policies
This DMP is guided by the Project Brief, CIfA Standards and guidance, trusted digital repository guidelines (ADS) or other best practice guidance (see brief for details)

Section 2: Data Collection

What data will you collect or create?		
The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.		
Type	Format	Estimated volume (Data Archived)
Spreadsheets	Excel (.xlsx)	TBC
Text/documents	Word (.docx)	TBC
	PDF (.pdf and .pdf/a)	TBC
Images	Photographs (.jpg)	TBC
	Scanned drawings (.pdf)	TBC
GIS	Shapefiles (.shp plus associated files)	TBC

How will the data be collected or created?
Data Standards / Methods - Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against ADS Guides to Good Practice. Specific or additional guidance relevant to this project are listed below, and will be updated as the project progresses. - Methods of collection are specified within the Project Design (Garcia Rovira 2024) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA Standards and guidance. - Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data. - Specific guidance:

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

Chartered Institute for Archaeologists, 2023. *Standard for Archaeological Monitoring and Recording*.

Chartered Institute for Archaeologists, 2023. *Universal Guidance for Archaeological Monitoring and Recording*.

Data storage / file naming

- The data produced will be uploaded at regular intervals during the project as a way of backing up the information.
- The working project archive will be stored in a project specific folder on the internal organisational server. The internal organisation server is backed up to a cloud based storage system to maintain an up to date security copy of the organisation wide data.
- Project folders are named following established organisational procedures and the folder hierarchy and organisation devised will be understood by all members of staff involved in the project.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- The data stored will be checked by the project manager regularly as a means of quality assurance.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

- Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).
- A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.
- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.
- Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Project Design methodology.
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

- Organisational IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed
- Sufficient data storage space is available via the organisational server, which includes permissions-based access. The server is accessible by staff on and offsite through a secure log-in
- Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).
- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

- The Selection Strategy and DMP will be reviewed and updated as part of the Post Excavation Assessment and Updated Project Design, and following full analysis. Updated documentation will be included in all reporting stages.
- Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).
- Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data

- The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP. - Deselection will be undertaken automatically on any duplicate or unusable files, such as blurry or superfluous photographs.
What is the long-term preservation plan for the dataset?
- The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal. - The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.
Have you contacted the data repository?
- Reading Museum will be contacted once work has begun if it becomes apparent that a combined material and data archive will be recovered (as per their deposition guidelines). - ADS is the intended repository for digital data.
Have the costs of archiving been fully considered?
A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget

Section 7: Data Sharing

How will you share the data and make it accessible?
- A summary of the project has been included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses. - The museum and digital archive repository, and will be updated as the project progresses. - The investigations are likely to result in a number of documents: Final Report - The final report is expected to be completed within 2 months of the completion of fieldwork. - As the project progresses reports will be attached to the project OASIS record. - A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly. - The location (s) of the final Archaeological Archive will be included in the final report and added to OASIS when appropriate. - The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI)
Are any restrictions on data sharing required?
- A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata. - Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

- The Project Manager and Post Excavation Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager and Post Excavation Manager.
- Storage and backup of data in the field is the responsibility of the field team.
- Once data is incorporated into the organisations project server, storage and backup is managed by an external company.
- Data archiving is undertaken by the project team under the guidance of the Post Excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be found in the Project Design.