

85 & 87 GREEN LANE

Buxton, Derbyshire

Written Scheme of Investigation (Project Design) for Historic Building Recording of Structural Fabric & Archaeological Monitoring

June 2026

Draft v0.2

Document No: TJC2026.100

Planning No: HPK/2021/0246 & HPK/2019/0196

Planning Conditions: No.s 2.3, 2.4, 12

OASIS No: TBC

Accession No.: Pending



Contact Details

Redlands Business Centre
3-5 Tapton House Road
Broomhill
Sheffield
S10 5BY

Tel: 0114 287 0323

Quality Assurance			
Issue	Date	Author	Stage
Draft v0.1	12.06.2026	Olivia Konofal	Authorship (update)
Review v0.2	12.06.2026	Oliver Jessop MCIffA	Initial Edit

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SUMMARY OF PROJECT DETAILS

TJC Project Code:	E37
OASIS ID:	TBC
Project Type(s):	Historic Building Record & Archaeological Watching Brief
National Grid Reference:	SK 05093 72500 & SK 05108 72508 (centred)
Postcode:	SK17 9BB (nearest)
County:	Derbyshire
District/Unitary Authority:	High Peak
Parish:	Buxton
Elevation:	c. 325m above Ordnance Datum
Planning Reference(s):	No. 85: HPK/2021/0246 & HPK/2019/0191 No. 87: HPK/2019/0196 & HPK/2019/0209 Amended Scheme for No.85: HPK/2022/0414 & HPK/2022/0411
Designation Status(s):	Number 87 and Attached Garden Walls (a Grade II Listed Building, NHLE: 1259247) Number 85 and Attached Outbuilding and Garden Walls (a Grade II Listed Building, NHLE: 1259242) Buxton College Conservation Area (designated 1989)
Prepared by:	Olivia Konofal PCIfA
Contributions by:	James Thomson MCIfA
Reviewed by	Oliver Jessop FSA MCIfA
Date:	June 2026
Version:	Draft v0.2

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I INTRODUCTION

I.1. BACKGROUND

I.1.1. This document forms a Written Scheme of Investigation (WSI) for a programme of historic building recording to include a record of historic structural fabric and an archaeological watching brief during groundworks at 85 & 87 Green Lane, Buxton, Derbyshire (**Figure I**), centred on National Grid Reference SK 05093 72500 & SK 05108 72508.

I.1.2. This WSI provides a detailed methodology for a proposed programme of archaeological recording at the site, and has been prepared to address conditions of planning permission and Listed Building Consent for the minor alterations and extension to existing cottage (No.85 Green Lane, amended: **HPK/2022/0414 & HPK/2022/0411**, granted: **HPK/2021/0246**), and proposed refurbishment, alteration and extension to dwelling (No. 87 Green Lane, **HPK/2019/0196 & HPK/2019/0209**).

Condition 2.3

- a) No development shall take place until an updated Written Scheme of Investigation for historic building recording prepared after the date of this Decision Notice has been submitted to and approved by the local planning authority in writing, until all pre-start building recording elements of the approved scheme have been completed to the written satisfaction of the local planning authority, and until the provision to be made for analysis, reporting, publication and dissemination of the results and archive deposition has been secured.*
- 1. The Written Scheme of Investigation shall include an assessment of significance and research questions; and the programme and methodology of site investigation and recording*
 - 2. The programme and provision for post-investigation analysis and reporting*
 - 3. Provision to be made for publication and dissemination of the analysis and records of the site investigation.*
 - 4. Provision to be made for archive deposition of the analysis and records of the site investigation*
 - 5. Nomination of a competent person or persons/organization to undertake the works set out within the Written Scheme of Investigation"*

- b) No development shall take place other than in accordance with the Written Scheme of Investigation for historic building recording approved under condition (a)."*
- c) The development shall not be occupied until the site investigation and post investigation reporting has been completed in accordance with the programme set out in the archaeological Written Scheme of Investigation approved under condition (a) and the provision to be made for public dissemination of results and archive deposition has been secured.*

Condition 2.4

- a) No development shall take place until a Written Scheme of Investigation for archaeological excavation within the building and monitoring of groundworks within the RLB has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and*
 - 1. The programme and methodology of site investigation and recording*
 - 2. The programme and provision to be made for post investigation analysis and reporting;*
 - 3. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
 - 4. Provision to be made for archive deposition of the analysis and records of the site investigation*
 - 5. Nomination of a competent person or persons/organization to undertake the works set out within the Written Scheme of Investigation*
- b) No development shall take place other than in accordance with the archaeological Written Scheme of Investigation approved under condition (a)."*
- c) The development shall not be occupied until the site investigation and post investigation reporting has been completed in accordance with the programme set out in the archaeological Written Scheme of Investigation approved under condition (a) and the provision to be made for publication and dissemination of results and archive deposition has been secured.*

Condition 12

No works shall commence, other than the urgent works specified in the structural survey (October 2019) until a recording specification for all historic fabric to be removed / demolished has been submitted to and approved in writing by the Local Planning Authority and the approved recording

shall be carried out and the provision to be made for publication and dissemination of results and archive deposition shall have been secured.

1.2. CONSULTATION

- 1.2.1. This programme of works has been designed with reference to an internal consultation response (dated 19.11.2022) prepared by the Senior Conservation Archaeologist and in discussion with DCC Archaeological Advisor Steve Baker MCIfA (hereafter the Local Authority Archaeological Advisor - LAAA).

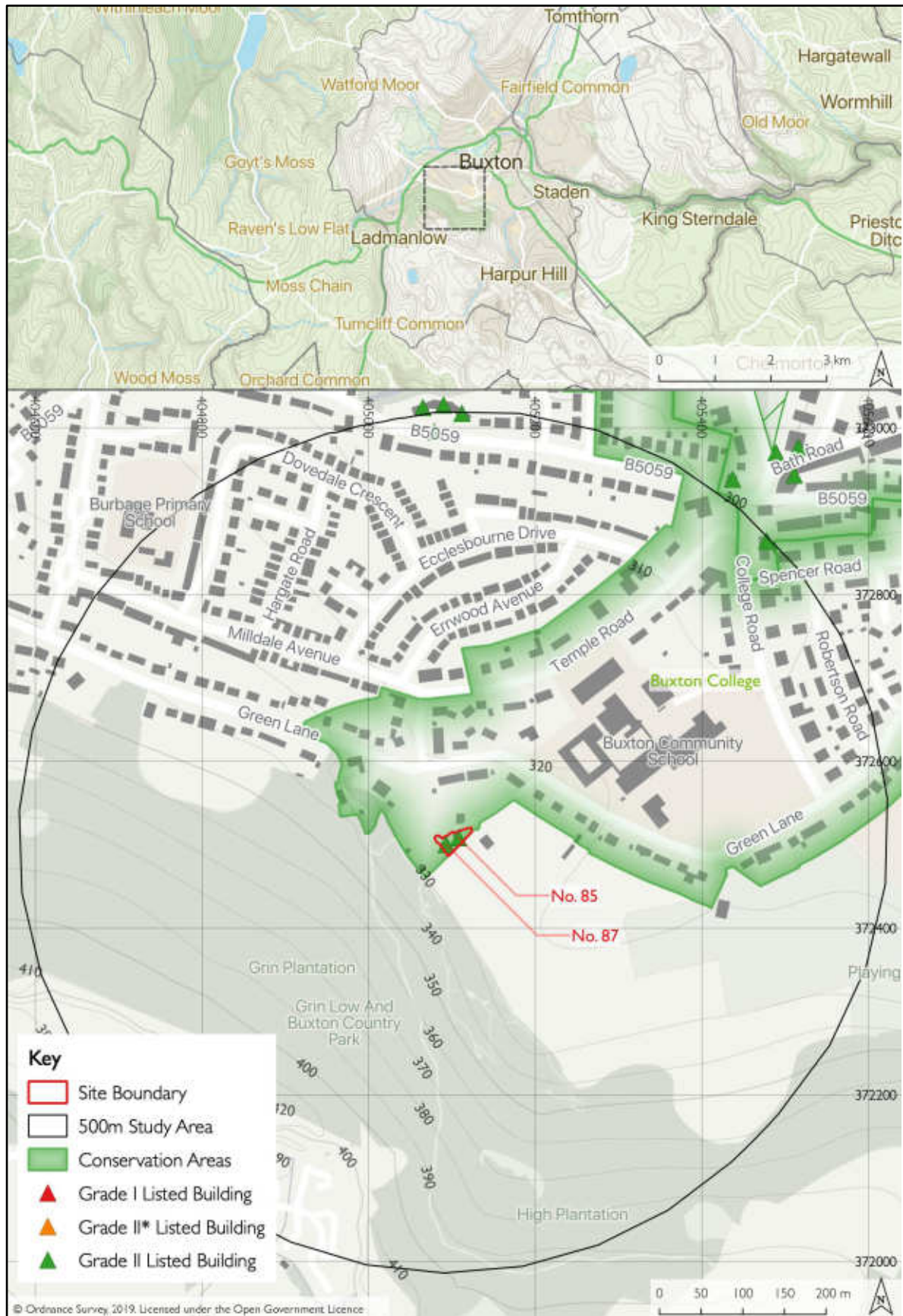


Figure I: Site Location

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Figure 2: Site plan

(Based on OS data, reproduced under OS licence 100056148© Crown Copyright©)



Figure 3: Site layout showing areas of recording (based on survey provided by MRA Architects & Oldfield Design)

2 SITE DETAILS

2.1. SITE LOCATION

- 2.1.1. The site, comprising a roughly triangular plot of land measuring approximately 0.07ha, is situated on the southern side of Green Lane, south of the town of Buxton (**Figure 1**). The site boundary encompasses no. 85 & 87 Green Lane, and their adjacent garden (**Figure 2**). The topography of the site slopes gently down towards the north-east, with the site lying at approximately 325m above Ordnance Datum.

2.2. GEOLOGY

- 2.2.1. The bedrock geology of the site is formed by limestone of the Bee Low Limestone Formation (BGS, 2026). No superficial deposits have been recorded. The site is recorded on the Building Stones Database for England (HE 2023) and comprises of gritstone of the Millstone Grit Formation.

2.3. DESIGNATIONS

- 2.3.1. The site comprises Number 87 and Attached Garden Walls (a Grade II Listed Building, NHLE: 1259247) and Number 85 and Attached Outbuilding and Garden Walls (a Grade II Listed Building, NHLE: 1259242)
- 2.3.2. The site lies within the south-western edge of Buxton College Conservation Area (first designated in 1989).

3 PROJECT AIMS

3.1. AIMS

3.1.1. The principal aim of the project is to record structures and archaeological remains within the site, to make a permanent record in advance of its alteration, and to contribute to the understanding of the origin and development of the site.

3.1.2. The specific objectives of the programme of archaeological recording are:

- to complete the descriptive, drawn and photographic record of surviving historic fabric within areas to be affected by the proposals, prior to any change; and
- to investigate and record all below ground archaeological features, or deposits encountered during the course of the development works.

3.2. RESEARCH QUESTIONS

3.2.1. The following research questions are proposed to guide this programme of work. They have been formed in consideration of information available for the site and the published research priorities in the East Midlands Regional Research Framework (Knight, *et al.* 2012), in particular (Research objective 8C – Establish a typology of regional building traditions):

1. Does any evidence survive relating to previous phases of the cottages at 85 & 87 Green Lane, Buxton?
2. Can we learn anything in regard to historic architectural techniques particular to the local region of Buxton and north-west Derbyshire?

3.3. PUBLIC BENEFIT & OUTREACH

3.3.1. The project team will remain mindful of the potential for details of any archaeological discoveries to be shared with a wider audience as may be deemed appropriate.

3.3.2. Public benefit from this scheme of works will arise from dissemination of the report, deposition of the project archive, and contribution to the regional research framework.

4 SCOPE OF WORKS

4.1. PRE-COMMENCEMENT

4.1.1. Prior to commencement of any site photography, arrangements will be made with the owners to ensure that any stored materials have been removed and vegetation cleared sufficient to enable adequate visibility of rooms and elevations for the archaeological recording.

4.1.2. It should be noted that as part of a previous phase of recording during emergency repairs, the exterior of the buildings and roof structure were archaeologically recorded, along with the internal walling before any wall plaster was removed. The ground floors have not been recorded.

4.2. HISTORIC RESEARCH

4.2.1. A history of the site has been produced drawing on existing research. This has been presented in a Heritage Statement prepared by TJC Heritage Ltd. (2019, Report ref. TJC2019.139). This will be reproduced within the final report.

4.3. BUILDING RECORDING

4.3.1. An as-existing record is to be made of the standing buildings at the site prior to the commencement of the development works, to add to and enhance the record already produced as part of the emergency recording. This is designed to be commensurate with **Level 3 Record** as set out by Historic England (2016a) with the level of recording proportionate to heritage significance and the degree of proposed change within different parts of the site, comprising:

- Photographic record of **No.85** and **No.87**, and the surrounding gardens/yards;
- A photogrammetric plan of the flagstones prior to their removal;
- Measured floor plans (ground and first floor) of **No.85** and **No.87** drawn at scale 1:100;
- Descriptive account of the exposed historic fabric.

4.3.2. The building recording strategy is illustrated on **Figure 3**, and the methodology set out in **Section 6**.

4.4. ARCHAEOLOGICAL MONITORING AND RECORDING

4.4.1. A targeted archaeological watching brief on groundworks is to be maintained during the construction programme, comprising:

- Monitoring of ground reduction works within the No.85 and No.87 below extant flagstone floor, and or interior floor levels to the base of proposed development;
- Monitoring of groundworks associated with any external groundworks to No.85 and No.87;

- Monitoring of excavation for foundations of the extension to the outbuilding and outshot (No.87) and;
- Monitoring of excavation for foundations of the extension to the outshot (No.85).

4.4.2. A structural watching brief is to be maintained during the works to the external and internal fabric during the construction program, comprising:

- Monitoring of breaking out of block door in the north-east elevation (No.85), and
- Monitoring of demolition of part of the internal north-west wall subdividing rooms **G1** and **G4** (No.85)
- Monitoring of breaking out of block door in the north-east elevation (No.87), and
- Monitoring of part demolition of internal walls to accommodate the relocation of the staircase in **G4**, and removal of staircase in **G2** (No.87)

4.4.3. The watching brief areas are illustrated on **Figure 3**, and the methodology set out in **Section 7**.

4.5. REPORTING AND ARCHIVING

4.5.1. The outputs deriving from this project will include:

1. A fully indexed physical project archive of the Watching Brief for deposition with Buxton Museum;
2. A fully indexed digital project archive for deposition with the Archaeology Data Service (ADS) at the University of York;
3. A descriptive and analytical report presenting the results of the survey to be distributed digitally to the Client and made publicly available through Derbyshire Historic Environment Record (HER), and OASIS (the online system for reporting investigations into the historic environment and linking research outputs and archives).

4.6. CHANGES TO SCOPE OF WORKS

4.6.1. Should unanticipated features of high archaeological significance, or of potential national archaeological importance, be identified then the archaeologist will notify the client, project architect and LAAA to discuss how these features might be preserved or enhanced within the scheme. Where additional archaeological recording is recommended, then this WSI will be updated and resubmitted to the LAAA for approval.

- 4.6.2. Whereas, if during the course of the programme sufficient evidence is identified to indicate the absence of remains of archaeological interest within the area of works, then the watching brief may be reduced to intermittent monitoring or halted with the written approval of the LAAA.

5 HISTORIC AND ARCHAEOLOGICAL BASELINE

5.1. SUMMARY

5.1.1. This summary draws on existing research undertaken by TJC Heritage Ltd, (20219, Report ref. TJC2019.139), for the production of a heritage statement.

5.2. DEVELOPMENT OF THE SITE

5.2.1. The earliest map consulted for the area was the 1631 map of Buxton by William Senior which shows the area around Poole's Cavern showing an elevation of the cavern entrance and two unnamed properties are shown. Nearby the fieldnames are shown as The Ewe Flatt, The Hey. The Hey Bight and Here Bigher. The two cottages under consideration do not appear to be shown and overlying the map on later surveys suggests the site fell within the adjacent unnamed enclosure.

5.2.2. A subsequent map of Buxton produced by Barker in 1775 shows the cottages in the area of plot 59. The northern cottage (no. 85) is shown as a linear range with a detached square building to its north-east. The southern cottage (no. 87) is shown as comprising a T-shaped range, presumably comprising the extant north-west to south-east range and a now lost cross wing. Of note is that the building shown to the south-west of the site on the 1631 map is no longer depicted (presumably located within plot 60), and two further buildings had also been erected to the north of the site.

5.2.3. In 1789 it was noted that " in the Upper Quarter (Harrington) are one hundred and thirty houses. Of this number 16 adjoin to the village of Buxton and 10 are dwellings formed in the small hillocks which have been raised by the refuse of the lime kilns near 'Poles Hole '" (Forster quoting Pilkington 1961, 16). Whilst no documents were viewed that indicated the original occupations of the occupants of the site or adjacent buildings, it is suggested elsewhere that many were likely labourers for the nearby lime quarries (Mel Morris, 2007: 104).

5.2.4. The 1880 Ordnance Survey (OS) map shows the two cottages with an arrangement of walled enclosures around them. The detached building north of no. 85 and the cross-wing of no.87 previously shown on the 1775 map are no longer present, however a small rear addition is shown on both properties. Little had changed by the production of the 1898 edition of the OS with the exception of a small addition on the north-west end of no. 87.

5.2.5. The Land Valuations collected in 1910 identify the cottages as within the area of Poole's Hole, and identifies the plots as owned by the Duke of Devonshire and occupied by Thomas Norton, and the land usage is shown as 'land and buildings' known as The Poole Croft

6 METHODOLOGY FOR BUILDING RECORDING

6.1. INTRODUCTION

6.1.1. This methodology has been produced in reference to overarching national guidelines as set out in the Chartered Institute for Archaeologists' Standard and Guidance for the archaeological investigation of standing buildings or structures (CIfA 2020a); and Historic England's good practice guides for recording historic buildings (2016a).

6.1.2. The scope of recording is intended to allow for a detailed record of the extant historic fabric, notably the flagstone flooring and internal walling. The survey will add to and enhance the previous phase of archaeological survey undertaken during emergency repairs to the roof and wall fabric.

6.2. PHOTOGRAPHY

6.2.1. Photography will be undertaken in accordance with Historic England's guide for digital image capture (2015) and the standards and guidance produced by the Archaeology Data Service.

6.2.2. All photography will be undertaken using a high-quality camera with no less than an APS-C or DX size sensor of 10 megapixels and capable of generating images in TIF (v6) or unprocessed RAW format. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is important factor, a colour separation guide. Appropriate task lighting will be used in the form of battery powered units to illuminate interior spaces. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date, and photographer.

6.2.3. The record shall comprise:

1. General views of the buildings in their wider setting (HE 2016a, photography item 1).
2. The buildings' external appearance (HE 2016a, photography item 2).
3. Further views as desirable to reflect the original design intentions of the builder or architect (HE 2016a, photography item 3).
4. The overall appearance of the principal rooms and circulation areas of each building (HE 2016a, photography item 4).
5. Any external or internal detail, structural or decorative elements that relate to the buildings design, development use (HE 2016a, photography item 5).
6. Any machinery or other plant, or evidence of its former existence (HE 2016a, photography item 6).

7. Any dates, signage, graffiti, makers plates etc. (HE 2016a, photography item 7).
8. Any building contents which have a significant bearing on the building's history (HE 2016a, photography item 8).
9. A plan or plans identifying the location and direction of accompanying photographs (HE 2016a, drawn record item 8).

6.3. MEASURED SURVEY

- 6.3.1. All measured survey will be undertaken in accordance with Historic England's specifications for metric survey (2024), and guidance for recording and creating interpretative drawings of historic buildings (2016a & 2016b).
- 6.3.2. Existing site drawings will be used where available, otherwise archaeological fieldwork drawings will be produced with a hard, sharp, pencil on drafting film, taking measurements with hand-tape and laser disto (of typical +/- 1.5mm accuracy) and applying a combination of off-set and triangulation to capture the survey. Following completion, the accuracy of the survey will be checked.
- 6.3.3. A scale bar, and survey details including location, date, subject and surveyor, will be included on each drawing, and coordinated to an overall drawing register.
- 6.3.4. The drawn record, illustrating all archaeological observations including the form and location of any structural features or evidence of fixtures of historic significance will comprise (see **Figure 3**):
 1. A digital photogrammetric image to a metric scale of 1:50 will be produced for all the in-situ flagstone floors within the buildings. This will be undertaken following their cleaning and the removal of all extraneous stored materials, or surface deposits.
 2. Annotated measured floor plans (ground and first floor) for No.85 and No.87, drawn at 1:100 scale (HE 2016a, drawn record items 2);
- 6.3.5. All drawings will be either annotated, or supplemented with survey notes, to document observations and details of features, phasing and construction. The level of detail will proportionate to the objectives of the project.
- 6.3.6. The description of the historic fabric will be discussed in relation to a series of room numbers that identify the level of the building and each individual room, for example: **F4** = First floor room 4.
- 6.4. SAMPLING STRATEGY
 - 6.4.1. All recovered material will be bagged and labelled by room number/context and returned to the TJC Heritage Ltd. office as part of a Working Project Archive, where they will be processed (cleaned,

marked, and labelled as appropriate) and appropriately packed and stored in accordance with standard guidance as detailed within 'First Aid for Finds' (Watkinson and Neal 1998) and specific Historic England guidance as required.

6.5. TREASURE

- 6.5.1. In the event of discovery of artefacts covered or potentially covered by the Treasure Act 1996 (as amended and the Treasure (Designation) (Amendment) Order 2023) their excavation and removal will be undertaken following notification of the local coroner and the LAAA. Where removal cannot be undertaken on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

7 METHODOLOGY FOR ARCHAEOLOGICAL MONITORING

7.1. INTRODUCTION

7.1.1. This methodology has been produced in reference to overarching national guidelines as set out in the Standard and Guidance for Archaeological Monitoring and Recording (ClfA 2023a & 2023b).

7.2. EXCAVATION

7.2.1. Ground levels will be reduced by hand or by mechanical excavator fitted with a toothless bucket, mindful of the potential for archaeological remains to survive directly beneath.

7.2.2. All potential archaeological remains will be cleaned and recorded by hand.

7.2.3. Discrete features will be half-sectioned; linear features will be sampled a minimum of 20% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m long.

7.2.4. The deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All termini will be investigated.

7.3. RECORDING

7.3.1. A standard single context recording system will be used to keep a documentary record of all archaeological remains that are encountered. The individual contexts will be cross-referenced as appropriate to associated features that are exposed.

7.3.2. Stratigraphy will be recorded in all areas of monitoring, even where no archaeological deposits have been identified.

7.3.3. The extent of the excavated areas and the location of any archaeological features and deposits will be recorded in plan at an appropriate scale (1:500, 1:1250 or 1:2500), including the position of section lines. The spatial survey will be undertaken by a combination of tape and offset measurement and, where appropriate, GPS survey with a positional accuracy +/-0.05m.

7.3.4. All archaeological features will be drawn in plan and section at an appropriate scale (1:10, 1:20 or 1:50, with Ordnance Datum heights on each drawing.

7.3.5. All trenches and archaeological features will be photographed following cleaning and at appropriate stages during their excavation utilising a high-quality camera with no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW

format. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is important factor, a KODAK colour scale. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date and photographer.

7.4. ARTEFACT RECOVERY

7.4.1. All stratified archaeological finds will be collected, except for modern (20th Century) finds from topsoil and subsoil contexts unless it is determined that they are of archaeological interest.

7.4.2. All artefacts will be bagged and labelled by context.

7.4.3. Recovered finds are to be returned to the TJC Heritage Ltd. office as part of a Working Project Archive, where they will be processed (cleaned, marked, and labelled as appropriate) and appropriately packed and stored in accordance with standard guidance as detailed within 'First Aid for Finds' (Watkinson and Neal 1998) and specific Historic England guidance as required.

7.5. ENVIRONMENTAL SAMPLING AND SCIENTIFIC DATING

7.5.1. Suitable stratified deposits where there is a good potential for palaeo-environmental remains to survive will be sampled in consultation with the appropriate specialist (see **Section 10**) and in accordance with guidance issued by Historic England (HE 2025b). Where required, the Historic England Science Advisor will be contacted for support and advice.

7.5.2. Samples of 40 litres will be taken from deposits with obvious potential for palaeo-environmental remains (e.g. burnt pit fills) and a selection of securely dated stratified contexts. Where the context is sufficiently large, scatter samples will be taken to avoid spatial bias (HE 2025b: 21). Artefacts recovered during the processing of the sample or material may be available for C14 dating.

7.5.3. Each sample will be taken from a cleaned surface, collected with clean tools, and placed in clean containers or double bagged, with internal and external plasticised/waterproof labels corresponding to a sample register.

7.5.4. Recovered samples are to be returned to the TJC Heritage Ltd. office as part of a Working Project Archive, where they will be appropriately stored in accordance with guidance issued by Historic England (HE 2025b).

7.5.5. All samples will be provided to appropriate specialists for assessment (see **Section 10**).

7.6. BURIALS

7.6.1. Should any burials or cremations be encountered, their extent, number and state of preservation will be established and the client and LAAA will be notified to discuss an appropriate strategy for their management. Where it is deemed necessary, a licence for removal should be requested from the Ministry of Justice, and LAAA notified, and no development should take place until burials are removed or alternate arrangements made.

7.6.2. The treatment of human remains will be in accordance with the requirements of Civil Law and all relevant best practice guidance (APBE, 2017). The remains will be adequately recorded in-situ before lifting in accordance with ClfA Technical Paper 13, Excavation and post-excavation treatment of cremated and inhumed human remains (McKinley, *et al.* 1993). All burials will be provided to appropriate specialists for assessment (see **Section 10**).

7.7. TREASURE

7.7.1. In the event of discovery of artefacts covered or potentially covered by the Treasure Act 1996 (as amended and the Treasure (Designation) (Amendment) Order 2023) their excavation and removal will be undertaken following notification of the local coroner and the LAAA. Where removal cannot be undertaken on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

8 ARCHIVE

8.1. GENERAL

- 8.1.1. In accordance with Buxton Museum conditions and standards, the museum will be contacted at project initiation, mid-point review, and completion stages to discuss archaeological archiving requirements.

8.2. WORKING PROJECT ARCHIVE: PROCESSING AND STORAGE

- 8.2.1. All material (whether digital or physical) recovered or generated through the duration of project will be appropriately and securely stored in a working project archive.

Survey Archive

- 8.2.2. The project archive will be collated in a designated folder and stored in a secure location when not in use. On completion of the project, or at weekly intervals, digital security copies will be made of any physical documents. (no less than 300dpi), saved in lossless format (e.g. TIFF), and scans checked for quality.
- 8.2.3. All digital records will be treated in accordance with a project data management plan (**Appendix 2**).

Material Archive

- 8.2.4. In the event that samples or material culture is collected during the course of the project, the material archive will be returned for processing at regular intervals in accordance with best practice guidance (Watkinson and Neal 1998 & HE, 2011). As a minimum all artefacts will be cleaned, weighed, counted, marked, and boxed ready for assessment by the relevant specialists. Unstable artefactual remains (e.g. metallic, wood or leather) will be sent to the appropriate specialists to advice on conservation, including undertaking x-ray analysis where appropriate.
- 8.2.5. Finds and samples will be marked and boxed ready for transfer to the relevant specialists according to accepted principles and in line with appropriate period/ material guidelines.
- 8.2.6. Specialist dating of finds, or scientific dating of suitable recorded material, may be undertaken during the fieldwork programme where it would assist with meeting the aims of the project.
- 8.2.7. On completion of fieldwork, recovered artefacts and samples will be assessed by appropriate specialists. Basic stratigraphic information will be supplied to the project specialists. The specialists will provide assessment reports describing the material, proposing selection for the permanent

archive, and identifying recommendations for further detailed analysis in consideration of the project research objectives and any unanticipated research potential.

8.3. SELECTION AND RETENTION STRATEGY

8.3.1. The site-specific archive selection strategy is presented in **Appendix I**.

8.3.2. The entire project archive will be subject to a selection procedure in accordance with best practice guidance (AAF 2011; and SMA 2020). 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 germane to future analysis.

8.3.3. At the completion of the fieldwork stage, a mid-project review may be undertaken in consultation with relevant stakeholders to determine the final selection strategy. The archaeology curator of the nominated archive repository, and the LAAA, will be consulted on these recommendations to arrive at a final agreed selection for retention prior to compilation of the final project archive.

8.4. FINAL ARCHIVE

8.4.1. The final archive will be assembled in accordance with the national guidelines in *'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation'* (AAF 2011) and the Chartered Institute for Archaeologists' *'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives'* (CIfA 2020b).

8.4.2. The physical archive will be deposited with Buxton Museum, prepared in accordance with their specifications. In the event that the project does not produce artefactual remains or samples selected for retention, then any remaining paper record will be scanned and incorporated into the digital archive for deposition with the Archaeology Data Service (ADS, see below).

The digital archive will be deposited with the ADS at the University of York, a Trusted Digital Repository. The archive will be prepared in accordance with national guidance (DigVentures, 2019) and the standards and requirements of the repository (ADS n.d.).

9 REPORTING

9.1. FINAL REPORT

9.1.1. At the end of the fieldwork programme a two final report will be prepared to present the results and interpretations of the programme of works undertaken during the Historic Building Record and Archaeological Monitoring.

9.1.2. The final Historic Building Record report will include:

- Project specific fieldwork codes, and dates
- Non-technical summary
- Site location and relevant designations
- Aims, purpose and research objectives of the programme of work
- Methodology
- Discussion of the history of the site
- Evidenced account of the building's overall form and its successive phases of development
- Discussion and Conclusion
- Acknowledgements
- List of contents of fieldwork archive
- Bibliography and References
- Illustrations and photographs

9.1.3. The final Archaeological Monitoring report following the groundworks will include:

- Project specific fieldwork codes, and dates
- Non-technical summary
- Site location and relevant designations
- Aims, purpose and research objectives of the programme of work
- Methodology
- Analysis of the results of the survey and archaeological monitoring, including types of archaeological features/monuments recorded, their periods and account of sites past and present uses
- Discussion and Conclusion
- Acknowledgements
- List of contents of fieldwork archive
- Bibliography and References
- Illustrations and photographs

9.2. DISSEMINATION

- 9.2.1. Provision should be made for updating the East Midlands Historic Environment Research Framework where the results of a fieldwork project contribute towards agenda topics. This should be done using the interactive digital resource at <https://researchframeworks.org/emherf/> and noted explicitly in the conclusions of the relevant report.

10 MANAGEMENT OF THE ARCHAEOLOGICAL WORKS

10.1. STAFFING, PROFESSIONAL, TECHNICAL AND ETHICAL STANDARDS

10.1.1. TJC Heritage Ltd is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA) and is committed to upholding the professional, technical, and ethical standards as set out in the CIfA Code of Conduct (2025), standards and guidance for archaeological work, as well as guidance provided by Historic England. Staff within management roles are full members of CIfA (MCIfA) and CVs can be provided, along with examples of similar projects if required.

Staffing

10.1.2. The programme of works will be co-ordinated by Oliver Jessop (MCIfA FSA) and members of the team at TJC Heritage Ltd.

10.1.3. Archaeological fieldwork will be undertaken by appropriately trained staff.

10.1.4. External specialists will undertake any analysis of any recovered samples & finds, including;

- Jane Richardson (WYAAS) – Animal Bone
- Malin Holst (York Osteoarchaeology) – Human remains
- Dr Chris Caple (University of Durham) - Waterlogged remains and archaeological conservation
- Dr Chris Cumberpatch (Freelance specialist) – Pottery - Iron Age/Roman/Saxon/Medieval
- Dr David Barker (Freelance specialist) – Pottery/Ceramics - Post-Medieval
- Zoe Hom (ASWYAS) – Environmental analysis and Archaeobotany
- Robert Howard (Nottingham Tree-ring Dating Laboratory) – Dendrochronology

10.1.5. The University of Durham will be used for any archaeological conservation that may be required.

10.2. TIMETABLE AND MONITORING

10.2.1. It is presently understood that the programme of works will be undertaken as following:

- June-July 2026 – Fieldwork;
- July/September 2026 – Archaeological monitoring during groundworks and construction programme;
- November 2026 – Final Report;
- December 2026 – Archive deposition

- 10.2.2. This timetable is liable to change as work progresses on account of the programme of works being tied to the development programme, and the uncertainties therein. The LAAA will be updated with any changes to the timetable.
- 10.2.3. At the inception of the project the LAAA and Buxton Museum will be notified of the project details, timetable and confirm principal approval for the deposition of the final archive.
- 10.2.4. It is the responsibility of the Client to ensure that the project archaeologist is aware of the schedule for commencement of all invasive works within areas to be monitored in order that monitoring can be scheduled appropriately.
- 10.2.5. The LAAA will be offered the opportunity to undertake a site inspection, and sufficient notice of the commencement of fieldwork will be provided in order that this can be scheduled. All monitoring visits will be documented and agreed by each party.
- 10.2.6. A draft report on the archaeological recording will be finalised within three months of completion of the programme of works and provided to the LAAA for approval.
- 10.2.7. The project archive will be deposited with the appropriate repository within six months of completion of the fieldwork and reporting. LAAA will be notified upon receipt of confirmation of transfer from the repository.
- 10.2.8. Any deviation from this programme should be documented and agreed by each party.

11 HEALTH AND SAFETY AND INSURANCE

11.1. ENVIRONMENT

- 11.1.1. The work will be undertaken in accordance with TJC heritage Ltd.'s Environmental Policy (2025). A copy of which can be provided on request. The policy acknowledges the essential need for steps to be taken to reduce carbon emissions throughout all aspects of the company's work and sets out a strategy to ensure that the company minimises its impact on the environment and that the business is as environmentally sustainable as possible.

11.2. HEALTH AND SAFETY

- 11.2.1. The programme of works will be undertaken in accordance with the 1974 Health and Safety at Work Act. Appropriate Personal Protective Equipment (PPE) will be worn at all times.
- 11.2.2. All equipment will be suitable for the purpose and in sound condition and comply with Health and Safety Executive recommendations.
- 11.2.3. A project specific Risk Assessment will be prepared prior to work commencing on site and all personnel will be made aware of all Risks and Hazards associated with the project. Health and safety takes priority over archaeological matters at all times.

11.3. INSURANCE

- 11.3.1. TJC Heritage Ltd. currently holds (as of June 2026) Professional Indemnity cover of £2,000,000 (AXA Insurance UK Plc, policy no: TG0058), Public Liability cover for £5,000,000. (Ecclesiastical Insurance Office Plc, policy no: UN/001808), and Employers Liability cover for £10,000,000. (Ecclesiastical Insurance Office Plc, policy no: UN/001808).

12 COPYRIGHT

12.1. PAPER AND DIGITAL ARCHIVE

- 12.1.1. The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body – TJC Heritage Ltd. TJC Heritage Ltd. will deposit the material with the recipient museum or repository on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records. This licence will allow the repository to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

12.2. REPORT

- 12.2.1. Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Client will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures identified in **Section 9**.

13 SUPPORTING INFORMATION

GUIDANCE CONSULTED

- Advisory Panel on the Archaeology of Burials in England (APBE). 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (second edition). Historic England.
- Archaeological Archives Forum (AAF). 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation*.
- Archaeology Data Service (ADS), n.d. *Archaeology Data Service guide to Good Practice* [online]. Available: <https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/>
- Buxton Museum. 2016. *Procedures for the Deposition of Archaeological Archives from Derbyshire at Buxton Museum and Art Gallery*.
- Chartered Institute for Archaeologists (CIfA). 2020a. *Standard and Guidance for the archaeological investigation of standing buildings or structures*. CIfA: Reading.
- Chartered Institute for Archaeologists (CIfA). 2020b. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*. CIfA: Reading.
- Chartered Institute for Archaeologists (CIfA). 2023a. *Standard for archaeological monitoring and recording*. CIfA: Reading.
- Chartered Institute for Archaeologists (CIfA). 2023b. *Universal guidance for archaeological monitoring and recording*. CIfA: Reading.
- Chartered Institute for Archaeologists (CIfA). 2025. *Code of Conduct*. CIfA: Reading.
- Chartered Institute for Archaeologists (CIfA). n.d. *Toolkit for Selecting Archaeology* [online]. Available: <https://www.archaeologists.net/selection-toolkit>
- DCC. 2013. *Checklist for a Data Management Plan. V.4.0*. Edinburgh: Digital Curation Centre (after ADS).
- DigVentures, 2019. *Dig Digital. Work Digital. Think Digital. Create Digital. A guide to managing digital data generated from archaeological investigations*.
- Historic England 2015. *Digital Image Capture and File Storage: Guidelines for Best Practice*.
- Historic England. 2015. *Management of Research Project in the Historic Environment – The MoRPHE Project Managers' Guide*.
- Historic England. 2016a. *Understanding Historic Buildings – a guide to good recording practice*.
- Historic England. 2016b. *Drawing for Understanding: Creating Interpretive Drawings of Historic Buildings*.
- Historic England. 2024. *Geospatial Survey Specifications for Cultural Heritage*.

- Historic England 2025a. *Waterlogged wood: Guidance on the Excavation, Recording, Sampling and Conservation of Waterlogged Archaeological Wood.*
- Historic England. 2025b. *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (third edition).
- McKinley, J.I. & Roberts, C. 1993. *Excavation and post-excavation treatment of cremated and inhumed human remains*. ClfA technical paper no. 13.
- Society for Museum Archaeology (SMA). 2020. *Standards and Guidance in the Care of Archaeological Collections*.
- Watkinson, D. and Neal, V. (eds). 1998. *First Aid for Finds*.

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- British Geological Society (BGS). 2026. *Geology Viewer* [online]. Available: <https://geologyviewer.bgs.ac.uk/>
- Historic England. 2023. *Building Stones Database for England* [online]. Available: <https://historicengland.org.uk/advice/technical-advice/buildings/building-stones-england>
- Knight, D., Vyner, B. & Allen, C. 2012. *East Midlands Heritage: an updated research agenda and strategy for the historic environment of the East Midlands*. Buxton Press.
- TJC Heritage Ltd. 2019. *85 & 87 Green Lane, Buxton, Derbyshire: Heritage Statement*. Report no. TJC2019.139.
- TJC Heritage Ltd. 2021. *85 & 87 Green Lane, Buxton, Derbyshire: Written Scheme of Investigation for Building Recording & Archaeological Watching Brief*. Report no. TJC2021.156

APPENDIX I:

ARCHIVE SELECTION STRATEGY

ARCHIVE SELECTION STRATEGY

INTRODUCTION

This strategy details a project-specific selection process agreed by all stakeholders which will be applied to the working project archive in order to create the archaeological archive.

The strategy should be attached to, and read alongside, the project Written Scheme of Investigation which identifies all relevant project information.

Project review stages:

- R1: Project Planning
- R2: Data Gathering
- R3: Analysis and Reporting
- R4: Archive Compilation

SELECTION STRATEGY

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 germane to future analysis.

Note: details relating to the standards for the generation of digital data is set out in the accompanying Data Management Plan (**Appendix 2**).

	Type	Selection	Stage	Stakeholder
I.1	Digital Files: Project Text / Documents	All final documents in PDF/A format. Including: WSIs, interim reports, digitally generated fieldwork forms, final reports and specialist reports.	R4	TJC Heritage project lead Archaeology Data Service
I.2	Digital Files: Survey Data / Vector Graphics	All final illustrations and record drawings in .SVG format. Including: plans, annotated plans, phase drawings, interpretative drawings, and photo location plans. Unprocessed survey data not identified as a project output and will be de-selected.	R4	TJC Heritage project lead Archaeology Data Service
I.3	Digital Files: Record Images	Each record image from every unique viewpoint in .TIFF format. Duplicate or blurred images to be de-selected.	R4	TJC Heritage project lead Archaeology Data Service

1.4	Digital Files Fieldwork Scans	Scans of fieldwork notes in .TIFF format. Including measured survey drawings, dimensioned or interpretative sketch drawings, and all fieldwork forms.	R2/R4	TJC Heritage project lead Archaeology Data Service
2.1	Physical Documents: Project Text / Documents	All fieldwork forms.	R4	TJC Heritage project lead Museum curator
2.2	Physical Documents: Drawings	All fieldwork drawings. Including: measured survey drawings and dimensioned or interpretative sketch drawings.	R4	TJC Heritage project lead Museum curator
2.1	Physical Documents: Recovered Text / Documents	All documents encountered during fieldwork will be recovered for specialist analysis.	R4	TJC Heritage project lead Museum curator
3.1	Materials: Finds & Samples	All material gathered during the project will be recovered for specialist analysis with the exception of 20 th century material which will be noted but not collected. Specialist assessment reports will be produced for each class of material, and recommendations made as to their research value in view of the project aims and objectives. Recommendations for selection for final archaeological archive will be made by the specialist and confirmed with the stakeholders prior.	R4	Specialist Museum curator

DISCARD STRATEGY

De-selected digital material will be deleted from the TJC Heritage Ltd. servers.

De-selected physical material will be appropriately disposed of, with any sensitive physical documentation shredded.

APPENDIX 2:

DATA MANAGEMENT PLAN

DATA MANAGEMENT PLAN

DATA COLLECTION

Anticipated Forms of Data Created

Type	Format	Estimated volume (Data Archive)
Text / Documents	PDF (.pdf/a)	3 objects (size <100MB) (Written Scheme of Investigation / Two Final Reports)
Vector Graphics	Existing CAD survey drawings to be checked and imported into Adobe Illustrator (.ai) for enhancement with archaeological information and conversion to HE drawing conventions. (Intended deposition format - .svg)	c.20 objects (size <100MB) (Annotated plans,, and sections)
Images	Lossy image file (.jpg) & Unprocessed image file (.raw) (Intended deposition format - .tiff)	c.150 objects (size <1TB) (Record photography / Fieldwork scans)

Data Standards/Methods

Data will be created in accordance with the following standards and guidance:

- Archaeology Data Service n.d. *Guidance for Depositors* [online]. Available: <https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/>
- Buxton Museum. 2016. *Procedures for the Deposition of Archaeological Archives from Derbyshire at Buxton Museum and Art Gallery*.
- DigVentures 2019. *Dig Digital : a guide to managing digital data generated from archaeological investigations*. Available: <https://www.archaeologists.net/digdigital>
- HE Digital Image Capture and File Storage: Guidelines for Best Practice 2015
- HE Metric Survey Specifications for Cultural Heritage 2015
- HE Understanding Historic Buildings 2016

Data will conform to the preferred file formats identified by the Archaeology Data Service, the intended repository (<https://archaeologydataservice.ac.uk/advice/Downloads.xhtml>).

Methods of data creation are specified within the Written Scheme of Investigation (report ref: TJC2026.100).

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

The digital working project archive will be stored in a specific project folder and structured in accordance with a logically ordered template file hierarchy. File naming conventions will follow established organisational procedures, based on ADS file naming guidance, and include a project identifier, descriptor, and version number.

Quality Assurance

Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

DOCUMENTATION AND METADATA

Data collected will include standard formats which maximise opportunities for use and reuse in the future (see 'Data Collection' above).

Metadata will be captured at point of creation through the completion of registers recording relevant details, including date of creation, creator, and descriptors.

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.

An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository.

ETHICS AND LEGAL COMPLIANCE

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.

It is not intended that any personal data will be gathered or stored as part of this project. Should this change, a GDPR compliant privacy policy will be written and appended to this document.

DATA SECURITY: STORAGE AND BACKUP

The digital archive will be stored on secure cloud-based servers managed by an external data management provider (Dropbox), which is ISO certified (ISO 27001, 27017, 27018 & 22301) and GDPR compliant. Unlimited storage space is available, and automatic backups are maintained of all file versions and deletions retained for a 180 day period.

Digital project files are accessibly remotely 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).

All files are encrypted, with secure log-ins and permission-based access provided to project staff.

SELECTION AND PRESERVATION

Data selection will be undertaken in accordance with the Archive Selection Strategy (**Appendix I**) and data will be compiled in accordance with this DMP.

The relevant Museum has been contacted during project initiation and confirmed that the digital archive component should be deposited with a trusted digital repository; and ADS have been contacted as the intended repository for digital data (a certified repository with Core Trust Seal).

Sufficient resources have been afforded in the project budget to account for deposition costs.

DATA SHARING

Data will be disseminated in accordance with the Written Scheme of Investigation (report ref: TJC2026.100) including archival of digital project outputs, and reports, with the ADS.

RESPONSIBILITIES

The Project 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, quality assurance, storage, and archiving is the responsibility of the Project Team, assured by the Project Manager.

Data backup is managed by Dropbox.

Details of the core project team can be provided upon request.

APPENDIX 3:

LISTED BUILDING DESCRIPTION

NUMBER 85 AND ATTACHED OUTBUILDING AND GARDEN WALLS

DETAILS

Grade: II

List Entry Number: 1259242

Date first listed: 21-Jan-1997

LOCATION

County: Derbyshire

District: High Peak (District Authority)

National Grid Reference: SK 05108 72508

DETAILS

Farmhouse and attached outbuilding and garden wall. Possibly C17, built c1800, with C19 alterations. Whitewashed rubble, stone slate roof and later brick stacks. 2-unit range and former agricultural building. EXTERIOR: 2 storey. Off-centre doorway with plank door, has blocked doorway to left and 2-light casement beyond. To right a 4-pane casement and beyond plank door to outbuilding. Above left 2 small 2-pane windows. Gable ends are blank. Rear has single window to ground floor. INTERIOR: 2 splay windows, one to rear and one to front of right-hand room. Walls are approximately 70cm thick. The low interior suggests that the building had a floor inserted. Beams to both rooms are narrow and deep, that to the right-hand room has triangular stops. This room also has a stone square headed fireplace with machine tooling to lintel. A straight flight of stairs rises from the left-hand room to the upper rooms which are contained within the roof space. The roof has 2 side purlins and a crude ridge pole, rafters are closely set and frequent. Interior of attached agricultural building: open to roof, crude branches used as rafters and also as "tie beams". SUBSIDIARY FEATURES: dry-stone garden walls attached to front. This and No.87 (qv) are reputed to be the remains of the former independent hamlet of Buxton-le-Grene.

NUMBER 87 AND ATTACHED GARDEN WALLS

DETAILS

Grade: II

List Entry Number: 1259247

Date first listed: 31-Jan-1997

LOCATION

County: Derbyshire

District: High Peak (District Authority)

National Grid Reference: SK 05093 72500

DETAILS

Farmhouse with attached garden wall. Possibly C17, re-built c1800. Whitewashed rubble, stone slate roof with later brick stacks. 2-unit range, right-hand unit originally agricultural outbuilding. EXTERIOR: 2 storeys. Off-centre doorway with plank door, to left a probable blocked doorway and beyond a 6-pane glazing bar window. To right a 12-pane 2-light casement. Above a single 6-pane window. Attached to right gable a single-storey lean-to with single doorway. Right return has single window at first floor. Rear has 2-light casement to ground floor and 6-pane window above. To right a small lean-to. INTERIOR: not inspected. SUBSIDIARY FEATURES: dry-stone garden walls attached to front. This and No.85 (qv) are believed to be the remains of the former independent hamlet of Buxton-le-Grene.