



Community Excavations at Lytham Hall, Lytham St Annes, Lancashire

2026 Project Design

Stephanie N. Duensing, Nat Jackson, Ben Swain and
Jasmine Tomys

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Compiled by:

Stephanie N. Duensing, Nat Jackson, Ben Swain and Jasmine Tomys

DigVentures

Witham Studios #5

Hall Street

Barnard Castle

County Durham

DL12 8JB

hello@digventures.com

0333 011 3990



Purpose of document

This document has been prepared as a Project Design for community-based research excavations at Lytham Hall, Lytham St Annes, Lancashire. The purpose of this document is to provide an outline of planned fieldwork for the 2026 season of excavations, outlining the aims and objectives of the work, and methodology to be employed.

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Document Control Grid

OASIS ID	digventu1-534951
DV project code and type	LHL26 Project Design
National Grid Reference	SD 36175 27947
County	Lancashire
Title:	Community Excavations at Lytham Hall, Lytham St Annes, Lancashire
Author(s):	Stephanie N. Duensing PhD MCIfA with Nat Jackson, Ben Swain, and Jasmine Tomys
Submission date:	09/07/2026
Circulation:	Heritage Trust for the North West The Friends of Lytham Hall Lancashire County Council Historic Environment Team (LCCHET Archaeologist)
Reviewed by:	Jasmine Tomys MCIfA
Approval:	Brendon Wilkins PhD MCIfA FSA



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Acknowledgements

We'd like to begin with a sincere thank you to The Friends of Lytham Hall for supporting the project, and to Michael Guy of HTNW and the team at Lytham Hall for help and support throughout. Additional thanks are due to Peter McCrone, the Planning Officer (Archaeology) of the Lancashire County Council Historic Environment Team (LCCHET) for advice and support. The project is managed for DigVentures by Brendon Wilkins, with Lisa Westcott Wilkins in the role of Project Executive and Stephanie Duensing as Site Director.

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Executive summary

This document has been compiled in support of community research excavations at Lytham Hall, Ballam Road, Lytham St Annes, Lancashire (NGR SD 36175 27947), undertaken by DigVentures on behalf of Heritage Trust for the North West (HTNW) and The Friends of Lytham Hall. This Project Design sets out the aims, objectives and methodology for the 2026 season of community research fieldwork at Lytham Hall, building directly on the results of the 2025 evaluation and community test pitting programme (Duensing and Tomys 2025). The approach to this work, comprising a programme of targeted excavation and community archaeology, is evidenced through the following MoRPHE / PRINCE2 compliant document, outlining key archaeological research questions, roles, procedures, stages and outputs. It also complies with the standards and guidance produced by the Chartered Institute for Archaeologists (CIfA) of which DigVentures is a Registered Organisation.

The overarching aim of this fieldwork is to investigate and characterise the historical development of the Lytham Hall estate, creating multiple educational and participatory learning experiences for community participants. Building on the 2025 season results, this community-based research excavation is designed to understand:

- the nature, date and character of surviving post-medieval garden remains within the Lytham Hall estate, particularly the formal garden areas and ice house,
- the potential survival of evidence relating to the Benedictine Priory known to have occupied the site between c. 1191 and 1535, and its relationship to later structures,
- the development of the post-medieval landscape following the Clifton family's acquisition of the estate in 1606, and the construction of the Hall by John Carr of York (1751-1764)
- the character and significance of earlier garden features identified in the 2025 season, including the Mount and associated structures

This Project Design provides an outline of methodology and planned intervention to complete:

Targeted excavation Targeted archaeological trenches will be opened within the grounds of Lytham Hall to investigate the formal garden features and other areas of archaeological potential identified by the 2025 evaluation. The trenches will expand the sample of surviving deposits, recover dateable material, and refine the chronology, character and significance of the estate landscape.

Public engagement The project is supported by a comprehensive learning, engagement and activity plan. An innovative digital recording system will be used to enable volunteers to record on smartphones or tablets in the field; a dedicated project website, underpinned by a digital and audience building strategy, aiming to increase the engagement and participation numbers outlined in the project brief.



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1 INTRODUCTION

1.1 Site location

- 1.1.1 Lytham Hall is situated on the Fylde peninsula, 2km to the east of Lytham St Annes, and 9km southeast of Blackpool in Lancashire (centred at NGR SD 36175 27947; Figure 1). The Hall is approximately 15km to the west of Preston on the north side of the River Ribble. The site lies at approximately 6m AOD and the land is relatively flat.
- 1.1.2 Lytham Hall itself is a Grade I listed building (list entry 1219078) and the Hall and its associated parkland form a Grade II Registered Park and Garden. The site is open to the public and sits within 78 acres of historic parkland. The wider site is located on the edge of the town of Lytham and contains a mix of habitats including mature woodland, waterbodies, managed grassland, flower beds, vegetable gardens and scattered trees (Figure 1).
- 1.1.3 The parkland surrounding the Hall has been significantly reduced from its historic extent through 20th-century developments; the present 78-acre park retains much of the character established during the major remodelling of the 1830s and early 1840s, including sinuous driveways, mature woodland and a designed informal landscape.

1.2 Geology and environment

- 1.2.1 The geology of the site consists of mudstone bedrock of the Singleton Mudstone Member, a sedimentary bedrock formed between 252.2 and 241.5 million years ago during the Triassic period. Superficial deposits are of Blown Sand, a sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period (British Geological Survey, 2025).
- 1.2.2 The sandy superficial geology of the site reflects the site's position on the Fylde coast, where blown sand deposits are characteristically thin and can limit the preservation of organic archaeological material. The relatively low-lying and flat topography is typical of the Fylde coastal plain.

1.3 Historic landscape character

- 1.3.1 The Lytham Hall estate forms part of the Fylde coastal plain landscape character, characterised by low-lying agricultural and parkland settings with a long history of human occupation. The site occupies a naturally elevated oval hill — barely perceptible today due to urban development — which was sufficiently raised above the surrounding wetlands to define the basic form of the estate from the medieval period onwards (Crosby 2002). To the north and east lay extensive wetlands of Lytham Moss and the Liggard Brook valley; to the south, sand dunes and blown sand extending towards the Ribble.
- 1.3.2 The estate's oval shape, defined by the topography, is clearly identifiable on the earliest surviving map of the area (c. 1530) and corresponds closely to the outer boundaries of the park today — a remarkable continuity reflecting the unbroken single-family ownership of the Clifton family from 1606 to the 1960s (Crosby 2002).



Part 1: Description of the project

2 PROJECT BACKGROUND

- 2.1.1 DigVentures has been working in partnership with Heritage Trust for the North West (HTNW) and The Friends of Lytham Hall at Lytham Hall since 2025. The initial programme of work was commissioned in response to a planning application (Planning Ref: 24/0333) for a surface water detention pond and overspill car park within the grounds. Due to the significant archaeological potential of the site, LCCHET advised a programme of archaeological investigation to comply with the requirements of Fylde Local Plan to 2032 policy ENV5 and paragraphs 187 and 189 of the National Planning Policy Framework (NPPF 2019). A programme of pre-commencement works was undertaken, comprising:
- An Archaeological Desk-Based Assessment (DBA) (Duensing, Swain and Garland 2025)
 - An Archaeological Written Scheme of Investigation (WSI) (Duensing 2025)
 - Archaeological Post Excavation Report (PXA) (Duensing and Tomys 2025)
- 2.1.2 The DBA (Duensing, Swain and Garland 2025) established that the study area had high potential for archaeological remains associated with the late medieval Benedictine priory and the development of the estate from the 17th century. It identified a walled garden to the east of the Hall as a key area of interest, visible on 19th-century OS mapping but largely unexamined by previous investigation.
- 2.1.3 The evaluation and community test pitting programme (Duensing 2025; Duensing and Tomys 2025) was undertaken between 31 July and 5 August 2025, with additional visits on 29 August and 1 September 2025. Four trenches evaluated the walled garden area (Area 1, development area); a further two trenches and a test pit were opened in the formal gardens (Area 2, community dig area).
- 2.1.4 The 2025 evaluation confirmed the survival of post-medieval garden deposits in the walled garden area, including rubble remains consistent with garden wall structures in Trenches 1 and 2. In the formal gardens, evidence of earlier horticultural activity was identified, including possible planting boles (Trench 6) and a possible stone slab associated with an earlier garden feature or statue base (Trench 5). Test Pit 1 located the historic garden wall associated with the Mount, surviving to a depth of 0.35m. These results form the evidence base for the 2026 community research excavation described in this Project Design.
- 2.1.5 The Areas under investigation in 2026 will continue work in Area 2 (the formal gardens to the south of the main Hall), with an extension to Trench 5 and two test pits (TP2 and TP3) targeting the Mount, and up to two further contingency test pits (TP4 and TP5) to be located within Area 2; their exact locations will be determined on site. See Section 4 for details on research aims and Appendix 1 for full details on the trenches and targets.



3 HISTORICAL BACKGROUND

3.1 Lytham Hall and Benedictine Priory

3.1.1 The history of Lytham Hall is rooted in the medieval Benedictine priory founded as a cell of Durham Priory in the late 12th century. The priory occupied the estate until its dissolution in 1535, after which the site passed through a series of post-Dissolution ownerships before becoming the seat of the Clifton family in the early 17th century. The present Hall and its parkland therefore represent a long sequence of religious, domestic and designed landscape development, with the potential for medieval fabric and sub-surface remains to survive beneath or adjacent to the standing buildings.

3.1.2 The physical extent and character of the priory buildings is largely unknown. No above-ground remains survive and the site of the priory buildings is believed to lie beneath or adjacent to the standing fabric of Lytham Hall. The possibility for archaeological investigation of the back courtyard of the Hall, and the areas immediately surrounding it, offers significant potential for understanding more about the medieval and post-medieval history of the site (Crosby 2002).

- Following the Dissolution in 1535, the estate passed through Crown ownership before being sold in the 1570s to the Molyneux family of Sefton. On 14 February 1606, the Clifton family acquired (for £4,300) the entire township of Lytham, including the manor house and park, from the Molyneux estate, in an exchange of landholdings between the two families who were closely allied by religion and marriage (Crosby 2002). The new squire of Lytham, Cuthbert Clifton, moved from Westby to his new house and the family remained as landowners for the next 350 years.
- The early form of the post-Dissolution house is depicted in an undated early 17th-century drawing (DDC1 1056, Lancashire Record Office) which shows a gabled stone building with mullioned windows, a porched entrance, a tiled or slated roof, and possible half-timbered elements. This building may incorporate elements of the priory fabric, converted for domestic and residential use (Crosby 2002). Dendrochronological analysis of timbers within the early ranges to the west of the present Hall has identified some oak timbers from the 16th century, consistent with the reuse of structural elements from the earlier building (Tyers 2013).
- The principal structure of Lytham Hall was erected between 1751 and 1764 by John Carr of York, for the Clifton family. The Hall is a Grade I listed building described in the HER as a 'manor house, principally 1752–64, by John Carr of York, but incorporating remodelled elements of its early C17 predecessor in courtyard ranges to rear; recently restored. Built on the site of Benedictine Priory Cell' (PRN1615). The main house is three storeys and nine bays wide, of fine ashlar stonework, and replaced an earlier Jacobean manor house that itself incorporated elements of the priory.
- The most extensive remodelling of the estate took place in the 1830s and early 1840s, under the Clifton family. The formal layout was converted into a designed, informal parkland landscape, with public roads to Heyhouses and Ballam diverted to skirt the estate, and sinuous driveways created. Further changes followed the construction of the Blackpool and Lytham Railway in 1863, which required substantial adjustments to the estate boundaries and entrances (Crosby 2002).



- Documentary, cartographic and architectural evidence indicates that the post-Dissolution house retained or reused elements of earlier fabric, while the surrounding estate was progressively remodelled to reflect changing ideas of status, display and landscape design. This long continuity of occupation is central to the archaeological potential of the site.
- Key features of archaeological significance within the park include the artificial mound known as 'The Mount', identified as a post-medieval prospect mound (PRN43326) created for viewing the gardens, probably after 1606. The Mount contains a brick-lined icehouse (PRN6416), potentially dating from around 1750, which sits between Lytham Hall and the Curtains Pond. The remains of the historic walled garden, visible on 19th-century Ordnance Survey mapping to the east of the Hall, were partially confirmed by the 2025 evaluation. Other earthwork features visible on LiDAR and aerial photography include medieval and post-medieval hollow ways and field boundaries (PRN43322) and the route of the former Ballam Road (PRN25652).

3.2 Archaeological Background

- 3.2.1 A search of the Lancashire County Council Historic Environment Team (LCCHET) Historic Environment Records within a 1km radius of the site returned records encompassing prehistoric through to modern activity. The following summary draws on the DigVentures Archaeological DBA (Duensing, Swain and Garland 2025) and the Archaeological Monitoring Report (Duensing and Tomys 2025). There are no Scheduled Monuments within the study area. The site itself contains nationally significant designated heritage assets including Lytham Hall (Grade I listed, list entry 1219078) and the associated Registered Park and Garden (Grade II).

Prehistoric (Pre 43AD)

- 3.2.2 There are no HER entries dating to the Prehistoric or Roman period within the study area. However, a wetlands survey carried out by the former Lancaster University Archaeological Unit provided a detailed study of the prehistoric and later archaeology and environment of the Fylde area, concluding that the area had been subject to relatively intensive activity from the Mesolithic to the Bronze Age, with several find spots and larger sites recorded on sand ridges (Middleton et al. 1995). Palaeo-environmental assessment provided some evidence for clearance during the Bronze Age, though cereal cultivation does not appear on any great scale until the late Iron Age/Roman period.

Roman (43AD – 410AD)

- 3.2.3 There are no HER entries dating to the Roman period within the immediate study area. The wider Fylde landscape has potential for later prehistoric and Roman activity on sand ridges and better-drained ground, but no confirmed Roman remains are currently recorded within the Lytham Hall estate.

Medieval (410AD – 1485AD)

- 3.2.4 The single most significant medieval heritage element within the study area is the lost Benedictine priory. The priory is known to have been sited within the estate boundary but its precise location, form and extent remain unknown. There is one HER entry dating to the Medieval period within the research area (PRN1278), relating to a restored wayside cross that



may sit on the site of an earlier medieval cross. Two other possible medieval or post-medieval features are recorded from LiDAR and aerial photography: a possible medieval boundary (PRN43325) and field boundaries and hollow ways (PRN43322).

- 3.2.5 Manorial corn mills (windmills) are documented as post-medieval features (PRN26642), referenced in 14th-century documents with a windmill still mapped in 1786 but likely lost by 1805.

Post-medieval (1485AD to 18th century)

- 3.2.6 The most prominent post-medieval feature is Grade I listed Lytham Hall itself (PRN1615), still open to visitors today, with its associated stable block (PRN18318), Monks' Wall (PRN18316), main lodges (PRN18314), dovecote (PRN18313), statue (PRN18317), inner gate and railings (PRN18315), the Mount (PRN43326), icehouse (PRN6416), former Ballam Road (PRN25652), and garden features associated with the development of the estate.
- 3.2.7 The walled garden and formal garden areas are of particular importance to the 2026 project because they provide the clearest archaeological route into understanding how the estate landscape developed after the Clifton family acquired Lytham in 1606 and as the Hall and park were remodelled during the 18th and 19th centuries.

Modern (19th century to present)

- 3.2.8 The modern development of Lytham and the reduction of the historic estate through 20th-century expansion form an important part of the site context. Although the present parkland preserves the core of the designed landscape, the wider historic setting has been altered by urban development, roads and changes in estate boundaries.

National Designations

- 3.2.9 The designated heritage assets within and adjacent to the site include: Lytham Hall (Grade I listed, list entry 1219078); the Lytham Hall estate as a Grade II Registered Park and Garden; the Dovecote (Grade II listed, list entry 1219120); and 65 further Grade II listed buildings within the wider HER search area, including the Church of St Cuthbert (list entry 1196361) and Lytham United Reformed Church (list entry 1196364). There are no Scheduled Monuments within the study area.

3.3 Previous Investigations

- 3.3.1 Previous archaeological work at Lytham Hall has been limited but significant. Earlier investigation has focused on the standing Hall, the Mount and icehouse, the South Prospect Garden, and areas affected by recent management or development proposals. Together, these works have demonstrated that archaeological remains survive across the estate, but that the medieval priory and the detailed development of the post-medieval garden landscape remain incompletely understood.
- 3.3.2 A programme of archaeological works was undertaken by Neil Archaeological Services at Lytham Hall in 2009–10 (Neil Archaeological Services 2010). The investigation comprised seven small evaluation trial trenches, four of which were located on the Mount. The aim was to investigate an isolated brick pier exposed in 1990, which was found to be the terminal buttress of a demolished stretch of the Monks' Walk Wall. Parts of the edge of the ice



chamber were also discovered, allowing the diameter of the icehouse (around 6m) to be calculated. The construction of the Mount was investigated in a trench higher up the mound. Investigation of the South Prospect Garden included a trench at the northernmost of the three possible greenhouses shown on the 1812 estate plan and a further trench of the boundary wall of the garden.

- 3.3.3 In 2013, a tree-ring dating programme was commissioned on soft and oakwood timbers at Lytham Hall and on living oaks in the 30-hectare parkland (Tyers 2013). The results identified that oak and pine timbers from the roof of the 18th-century building were datable by tree-ring techniques, and that the early ranges to the west contain some oak timbers from the 16th century, with further oaks and pines from the mid-18th century. This evidence strongly supports the interpretation that the early west ranges incorporate structural timbers from the predecessor building, possibly including elements of the medieval priory.
- 3.3.4 In 2014, further works were undertaken on the Mount and icehouse by Neil Archaeological Services, in the form of a watching brief during the removal of spoil added in the 1990s, and partial excavation of the icehouse site. The northern and western brick walls of the icehouse and the location of the entrance were discovered, along with a brick-built culvert 6m to the west (Neil Archaeological Services 2014).
- 3.3.5 In late 2015, Salford Archaeology (formerly the Centre for Applied Archaeology, University of Salford) undertook an archaeological evaluation of the Jacobean courtyard and the southern wing of the Hall, as the first stage of works associated with the Heritage Lottery Fund restoration programme (Salford Archaeology 2016). The evaluation examined the foundations of the Jacobean building and sought evidence of the medieval priory. It identified a mid-19th-century brick sewer and ceramic drains, together with a number of features cutting the natural sand that were interpreted as possible wall slots and postholes. One possible wall slot was securely dated by a late Cistercian ware double-handled cup recovered from its fill, suggesting a pre-Jacobean and potentially priory-related date. These features provide the principal archaeological indication to date of surviving priory-period activity and are directly relevant to Aim 2 of the present project.
- 3.3.6 A desk-based assessment of the estate was also prepared by Salford Archaeology in 2022 (Poundall 2022), drawing together the documentary, cartographic and archaeological evidence for the Hall and its designed landscape.
- 3.3.7 In November 2022, a Ground Penetrating Radar (GPR) survey was carried out by Magnitude Surveys on behalf of Salford Archaeology across a c. 0.8-hectare area to the front of the Hall, to assess the potential for buried structural remains and burials (Magnitude Surveys 2022). No anomalies could be confidently associated with burials. Anomalies interpreted as possible structural remains were tentatively identified as a former ha-ha wall or fence and ditch with an associated path, together with a possible former path or road leading towards the front of the Hall, alongside probable drains, services and landscaping features. The survey demonstrates the value of non-invasive techniques for characterising the designed landscape, while underlining the need for targeted excavation to test and date such features.
- 3.3.8 In 2023, MB Archaeology undertook an archaeological watching brief during groundworks at the Walled Kitchen Garden at Home Farm, to the north of the main estate (Burns 2023). The earliest feature recorded was a mid-19th-century foundation cut for the north wall of the



garden, confirming the survival of 19th-century garden structures in this part of the wider estate.

- 3.3.9 The 2025 DigVentures programme, comprising desk-based assessment, evaluation and community test pitting, has provided the most recent archaeological baseline for the estate. It confirmed the survival of post-medieval garden deposits in the walled garden area and identified earlier garden features within the formal gardens, including possible planting features, a stone slab or statue-base feature, and surviving elements of the garden wall associated with the Mount.
- 3.3.10 Taken together, the previous investigations at Lytham Hall demonstrate strong potential for the survival of multi-period remains across the estate. The evidence base is clearest for the post-medieval and modern development of the Hall, Mount, icehouse and designed landscape, while the location, extent and character of the medieval priory remain unresolved. Resolving these questions, and linking the 2025 evidence to the wider history of the estate, forms the primary research rationale for the current project.

4 RESEARCH AIMS AND OBJECTIVES

4.1 Project model

- 4.1.1 The overarching aim of the 2026 project is to investigate and characterise the archaeological remains of the Lytham Hall estate through a programme of community-based targeted excavation, building on the 2025 evaluation results to advance understanding of the site's history and to support its long-term conservation and management. This project model is framed as overarching aims and key questions/objectives that provide a framework for the methods, stages, products and tasks set out in Part 2 of this Project Design.

4.2 Aim 1 – To identify the physical extent and character of archaeological remains at the Site through targeted excavation

- 4.2.1 This aim will be achieved through targeted excavation of the garden features (formal garden and planting features) identified in the 2025 evaluation. Specifically, this aim is designed to address the following research questions:

- Q1. Can we establish the form, extent and date of the formal garden and associated features identified in the 2025 community dig?
- Q2. What can the character and phasing of garden deposits tell us about the development of the estate landscape from the late 17th to the early 20th century?
- Q3. Are there structural remains associated with the garden features (walls, paths, planting features) that can be further recorded and interpreted?
- Q4. Can earlier features observed in the 2025 season (possible planting boles, stone slab) be further characterised and dated?

4.3 Aim 2 – To define and establish the precise physical extent and condition of archaeological remains on the Site with a programme of trenching

- 4.3.1 This aim concerns the medieval Benedictine priory, the physical extent and character of which remain largely unknown. It will be met not through dedicated excavation at the Hall



complex, but by synthesising the results of previous investigations - notably the Salford Archaeology 2016 evaluation, which recorded a possible priory-related wall slot in the Jacobean courtyard — with any priory-related deposits encountered during the 2026 garden and Mount interventions. On this basis, the aim addresses the following questions::

- Q5. Do sub-surface deposits within or adjacent to the Hall complex retain any evidence of the medieval Benedictine priory?
- Q6. Can any remains be phased relative to the post-Dissolution manor house and the 18th-century construction by John Carr of York?
- Q7. What materials and features from the priory period survive, if any, within the standing fabric of the early ranges or in the ground adjacent to the Hall?
- Q8. How does any evidence recovered compare with the tentative priory-related wall slot identified by Salford Archaeology (Salford Archaeology 2016), and what does this tell us about the probable extent of the priory precinct?

4.4 Aim 3 – Characterise the phasing and development of the designed garden landscape

4.4.1 This aim will address research questions relating to the character and sequence of garden development at Lytham Hall from the formal 18th-century layout through to the informal Victorian landscape. It is acknowledged that the sandy superficial geology of the Fylde coast may limit the preservation of organic palaeoenvironmental material; however, targeted sampling will be undertaken wherever conditions allow:

- Q9. Can we identify and date different phases of garden design within the formal garden areas?
- Q10. What evidence survives for features associated with the Mount and its associated icehouse, and can these be further characterised?
- Q11. Can the sequence of garden deposits be linked to known phases of landscape remodelling documented in the cartographic and archival record?
- Q12. What can palaeoenvironmental sampling tell us about horticultural practices and the management of the estate gardens?

4.5 Aim 4 – Characterise the results of the programme of trenching, refining the chronology and placing the site in its wider landscape context

4.5.1 Building on the 2025 results, this aim will address questions relating to the depth, character and condition of surviving deposits across the site:

- Q13. How well do deposits and artefacts survive, and how deeply are they buried across different areas of the site?
- Q14. What is the current state of the archaeological and palaeoenvironmental material, and does it vary between the formal garden areas?

4.6 Aim 5 - Making recommendations, analysis and publication

4.6.1 This aim will require all data from the 2025 and 2026 seasons to be collated and synthesised. A Post-Excavation Assessment report will be produced with management recommendations to research, conserve or enhance the heritage significance of the site.



- Q15. What can an integrated synthesis of the 2025 and 2026 seasons, combined with the results of previous archaeological work at Lytham Hall, tell us about the character and development of the estate?
- Q16. Can the results of the excavation inform and refine the interpretations offered in the DBA and Monitoring Report, and what questions remain to be addressed by future research?
- Q17. Formulate recommendations for the future management, conservation and research of the Lytham Hall estate, informed by the results of Aims 1–4, and implement a programme to publish and disseminate the results. An Updated Project Design would be forthcoming should further fieldwork seasons be appropriate and desirable by all stakeholders.

4.7 Aim 6 – Creating opportunities for people and communities

- 4.7.1 This aim is integral to the success of the project and sits with equal importance alongside our research aims. The excavation will involve participation from volunteers, who will be trained and mentored in the techniques of archaeological excavation. Our site team will deliver an in-person programme at a ratio of 1:8 throughout the dig, with online social media updates to engage and inform the public about the archaeological discoveries. In summary, the project will offer a range of opportunities for community members and visitors to the area to get involved and learn more about the archaeology of Lytham Hall.

5 BUSINESS CASE

5.1 Historic England Research Agenda

- 5.1.1 The project has been designed in accordance with priorities articulated in the Historic England Research Strategy and Agenda (2017). The Research Strategy defines nine broad themes that describe Historic England’s research interests. The project drivers can be articulated within the fundamental theme to #understand (historic landscapes; post-medieval estate archaeology; medieval religious houses), in addition to other research outcomes addressing Historic England and sector priorities, including #conserve (buildings and landscapes; preserving archaeological remains); #inform (information systems and services; HER enhancement); #skill (developing the workforce and community capacity); #inspire (audience research, community engagement); #innovate (digital recording; community archaeology methodology).

5.2 Archaeological research frameworks, professional ethics and initiatives

- 5.2.1 The key regional research context for Lytham Hall is provided by the Archaeology of North West England research framework and subsequent regional research priorities for the North West. These frameworks are directly relevant to the project because they emphasise the need to better understand medieval religious houses, post-medieval designed landscapes, estate development, and the contribution of community archaeology to public benefit and research-led investigation.
- How can we better understand the character, development and transformation of post-medieval designed landscapes in the North West? Identifies a need for research that moves beyond listing and characterisation to address questions of agency, meaning and



change in historic designed landscapes – directly relevant to the garden archaeology aims of this project (Aims 1 and 3).

- What can archaeological investigation of medieval religious houses in the North West reveal about their character, extent and transformation after the Dissolution? Identifies a significant gap in understanding of smaller monastic houses, particularly those whose physical remains are obscured by later development (Aim 2).
- How can community archaeology projects contribute to the understanding of significant heritage sites in areas not subject to development-led investigation? Identifies the importance of research-led community excavation in advancing understanding of sites of local and regional significance (Aims 5 and 6).

5.2.2 The research framework provides a period based resource assessment and research agenda which identifies major gaps in understanding as well as key research questions. The framework is a sound platform from which the project team can design, review and interpret the results of the site.

5.2.3 The project is also informed by the Lancashire HER data compiled by LCCHET, which provides the county-level archaeological resource assessment for the Lytham area, offering a locally specific baseline within which the findings of this project can be situated.

5.2.4 In addition to the research context for the project, it is important to note that public benefit is enshrined within professional frameworks provided by ClfA and seen as a key part of an archaeological project. This includes enabling public engagement within archaeology projects, and encourages consideration of wider public benefit through engagement, participation and/or dissemination of the results both during and after the project (ClfA Universal Standard for Archaeological Excavation 2023). This project is therefore delivered in line with ClfA Standards and guidance, as well as the [ClfA toolkit for public engagement](#).

6 INTERFACES

6.1.1 This project will interface with a series of other projects, stakeholders, and initiatives, summarised in the table below:

Interfaces	Description
<i>Core Project Team</i>	The core project team and specialist staff have consulted widely during project planning and will continue to build on this as the project develops, forging strong links with local, national and specialist professionals and institutions with relevant expertise in medieval religious houses, post-medieval estates and historic designed landscapes.
<i>Local Stakeholders</i>	The project will showcase the archaeology of Lytham Hall and offer skills-based learning opportunities focused on archaeological excavation, finds processing, digital recording and historic landscape interpretation. The project will offer enjoyable learning opportunities online and on site, helping to widen access to the history and archaeology of the estate for local communities, visitors and the wider DigVentures audience.

Table 1: Project interfaces



Interfaces	Description
<i>Council archaeology service (LCCHET)</i>	Lancashire County Council Historic Environment Team (LCCHET) will be consulted throughout the project. All final reports will be submitted to LCCHET and the Lancashire HER on completion. Lytham Hall is a Grade I listed building and the associated parkland is a Grade II Registered Park and Garden. The project will maintain liaison with LCCHET, HTNW, The Friends of Lytham Hall and other relevant stakeholders to ensure that fieldwork is appropriate to the significance and management requirements of the site. There are no Scheduled Monuments within the study area.

7 COMMUNICATIONS

7.1 Project team and management responsibilities

- 7.1.1 The Project will be delivered in partnership with Heritage Trust for the North West (HTNW) and The Friends of Lytham Hall. Project Assurance will be allocated to the Project Executive (Lisa Westcott Wilkins, DigVentures) who will monitor compliance against the deliverables detailed in this document. Brendon Wilkins (Projects Director) will undertake overall Project Management supported by Stephanie Duensing (Site Director), who will oversee the day-to-day archaeological activities on site and during post-excavation. Core DigVentures archaeological staff will be present throughout the fieldwork, with additional specialist input as required.

7.2 Project management and communications

- 7.2.1 DigVentures operates a computer-assisted project management system. Projects are undertaken under the direction of the Projects Director who is responsible for the successful completion of all aspects of the project. All work is monitored and checked whilst in progress on a regular basis, and the Projects Director / Site Director checks all reports and other documents before being issued. A series of guideline documents or manuals form the basis for all work.
- 7.2.2 The DigVentures senior management team are full members of the Chartered Institute for Archaeologists (MCI(A)). DigVentures is a CIfA Registered Organisation (No. 102), and fully endorses the CIfA Code of Conduct and supporting Standards and Guidance documents. All DigVentures staff are employed in line with the Institute's Codes and will usually be members of the Institute.
- 7.2.3 The Project Manager will be responsible for ensuring that the project runs to schedule, keeping track of key resources and progress. The Project Team will have a project meeting at each milestone to ensure that all major tasks are briefed/debriefed as necessary. Provision will be made for the project in 'Basecamp', which is a web-based project communication package used by DigVentures, enabling project participants to generate and record notes, tasks, milestones and other project-related communication.



7.3 Outreach and engagement

- 7.3.1 **Public participation.** As a crowdfunded and crowdsourced archaeological project, every aspect of the project is cognisant of a wider outreach agenda. Public participants will take part on site (through participation in the dig and finds activities), and online (through interactive online events, live updates on the Dig Timeline, social media content, and access to digital archaeological report).
- 7.3.2 **Evaluation.** Impact is measured with DigVentures' standard audience evaluation of all project participants (field and digital) to establish baseline data and assist with future management strategies and promotion.

7.4 Dissemination and reporting

- 7.4.1 Rapid dissemination of the results to, and involvement of, stakeholders of the project is vital throughout. This will take place through multiple channels, addressing a multitude of established and new audiences. Dissemination outlined below will all be undertaken during 2026-2027, and will include, but not be limited to:

- dedicated project page with daily news updates and all major social media channels (Facebook, Bluesky and Instagram) amplified through third-party coverage by the networked blogging community
- dedicated digital archive of the excavation data, submitted to HER on completion of project
- wide circulation of the project assessment and the final report, including submission to relevant bodies
- site publication in an appropriate local/national journal commensurate with the final results
- wide circulation of the Assessments, Updated Project Design, and final report
- deposition of all relevant reports with the appropriate historic environment record.

- 7.4.2 In addition to the evaluation of the project, several products will underpin the longer-term impact of the excavation. Our technical report will provide detailed analysis of the archaeological site and finds, with specialist reporting, scientific analysis and interpretation linking directly to the evidence presented online (such as 3D models, context descriptions and finds profiles). The digital archive, including both the project page and digital records will be maintained for five years beyond the close of the excavation, and a stable and comprehensive archive will be prepared and deposited with the appropriate body.

- **Technical report** – the archaeological excavations will be fully written up in line with the standards of ClfA, the professional institute for archaeology. our archaeological reports are prepared in line with ClfA Standards and guidance and present an illustrated and detailed analysis of the archaeology recorded. Reports are made available on the project website, deposited with the relevant HER and attached to the OASIS record of the site.
- **Research archive** – the project will result in the co-production of a digital research archive, maintained for 5 years post-project. Our digital recording system will house all site archive information. In addition to the online archive, a stable and comprehensive archive will also be prepared and deposited with the appropriate bodies (with the agreement of the Landowner), the Museum of Lancashire for any material Lytham Hall does not wish to retain and the Archaeology Data Service (ADS).



- **Evaluation data** – included within the technical reporting, our ongoing evaluation of participants and visitors will provide the data for feedback around of what was delivered, who took part and how they benefitted. The report will present qualitative and quantitative data collected from dig participants and public visitors to the site, linked to our Theory of Change.

7.5 Project archive

- 7.5.1 The project archive will be prepared in accordance with DigVentures' guidelines for Archive Preparation, following ClfA's Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014) and the [ClfA Toolkit for Selecting Archaeological Archives](#). All reports produced by the project will be openly and freely disseminated through the HER and DigVentures website. Copyright on all reports submitted will reside with DigVentures, although a third party in-perpetuity licence will automatically be given for reproduction of the works by the originator, subject to agreement in writing with DigVentures.
- 7.5.2 The physical project archive will be deposited with the Museum of Lancashire for any material Lytham Hall does not wish to retain in accordance with their archive submission requirements. The digital archive will be deposited with the Archaeology Data Service (ADS). On acceptance of the digital archive by ADS, the resulting Digital Object Identifier (DOI) will be provided to LCCHET. Full details of our Archive Management Plan are found in Appendix 3.

8 PROJECT REVIEW

- 8.1.1 The project will be continually reviewed by the Project Executive and Project Manager, with a formal review undertaken at the end of each Stage as follows:

Stage	Description	Review Point	Completion Date
Initiation	Consideration of Project Proposal	RV1 – Assemble Project Team and liaise with stakeholders	Completed – Oct 2024-Oct 2025
Stage 1	Project Start-up, finalising Project Design and definition of scope	RV2 – Sign-off on MoRPHE Project Design, and liaison with stakeholders and landowners	Complete – April 2026
Stage 2	Archaeological Fieldwork	RV3 – assemble site archive and distribute pertinent data to specialists	Confirmed – July 2026
Stage 3	Assessment Report & Updated Project Design	RV4 – critically review findings, making recommendations for further work	Proposed – Winter/Spring 2026/27
Stage 4	Analysis & reporting	RV5 – final report sign-off, and prepare archive for accession	Proposed – Summer/Autumn 2027
Closure			Autumn 2027

Table 2: Project review stages



9 HEALTH AND SAFETY

- 9.1.1 DigVentures will undertake all work in accordance with a Health and Safety Plan covering above- and below-ground hazards, and its company Health and Safety Policy. Work will meet The Health and Safety at Work etc. Act 1974, The Management of Health and Safety Regulations 1999, and the SCAUM (Standing Conference of Archaeological Unit Managers) manual Health and Safety in Field Archaeology (1997).
- 9.1.2 Prior to fieldwork, a CAT-scanner utility survey will identify and avoid underground services within the excavation areas. As landowner, HTNW is responsible for identifying and communicating any constraints relating to protected trees (including those with Tree Preservation Orders or in Conservation Areas), protected habitats and species, and public rights of way, and for ensuring appropriate permissions and measures are in place beforehand. Open excavations will be fenced and signage posted at the close of each working day.

Part Two: Resources and Programming

10 PROJECT TEAM STRUCTURE

10.1 Team and responsibilities

- 10.1.1 DigVentures' Project Team is outlined below in Table 3. A summary CV, setting out the skills and expertise of DigVentures core team members is set out in Appendix 2, with CVs for the wider specialist team available on request.

Name	Initials	Project Role	Key Responsibility
Lisa Westcott Wilkins	LWW	Project Executive	Overall project responsibility, budget responsibility and project assurance
Brendon Wilkins	BW	Projects Director	Overall responsibility for the direction of the project
Stephanie Duensing	SD	Site Director	Site Director, on-site fieldwork, fieldwork strategy advice and volunteer management/training
Harriet Tatton	HT	Project Coordinator	On-site fieldwork and volunteer training and Project Coordination
Freddy Wannop	FW	Community Archaeologist	On-site fieldwork and volunteer training
Johanna Ungemach-Goutsos	JU	Project Specialist	On-site finds and volunteer training
Jasmine Tomys	JT	Project Specialist	Post-ex and Archive

Table 3: Team and responsibilities



- 10.1.2 In addition to the core team, it is expected that throughout the project between 15 and 25 participants will be present on-site engaging with excavation each day. DigVentures will host a series of family-friendly DigCamp and DigClub sessions, where families will be able to join the dig and help to unearth part of the site. Drop-in finds handling workshops and guided tours will be held in conjunction with events at Lytham Hall throughout the fieldwork period.

11 METHODOLOGY

11.1 Introduction

- 11.1.1 The methods reflect the Project Stages set out in Section 8 above. Detailed method statements relating the specific techniques or approaches detailed below to their constituent research questions can be found in Appendix 1 at the end of this document.

11.2 Stage 1 – Project Start-Up and Design

- 11.2.1 Project planning has been undertaken by DigVentures in consultation with Heritage Trust for the North West (HTNW), The Friends of Lytham Hall and LCCHET, building on the results of the 2025 DBA, evaluation and community test pitting programme. This Project Design and Method Statement has been prepared and reviewed prior to the 2026 fieldwork season. A Risk Assessment will be produced before fieldwork, taking account of known hazards, visitor access, estate operations, services, trees, habitats and public interfaces within the grounds of Lytham Hall.

11.3 Stage 2 – Archaeological fieldwork

- 11.3.1 Stage 2 (scheduled for 20th to 27th July 2026) will comprise the 2026 fieldwork season required to meet Aims 1 and 2 (Q1-8, see Sections 4.2 and 4.3 above) and will entail a programme of targeted archaeological excavation agreed with LCCHET, HTNW and The Friends of Lytham Hall. Specific archaeological interventions are outlined in Appendix 1 below.

11.4 Stage 3 – Assessment report & updated project design

- 11.4.1 This Stage will address Aims 3 and 4 (Q9-14, see Sections 4.4 and 4.5 above), culminating in Review Point 4.

11.5 Stage 4 – Further work, analysis and publication; or Archive and deposition

- 11.5.1 Addressing Aim 5 (Q15-17, see section 4.6), this is the main reporting and recommendation Stage of the project, culminating in Review Point 5 and focusing on the following research questions; or if no further work is warranted, this will become the archive stage of the work (see Appendix 3 for full details in our Archive Management Plan).

11.6 Methodological linkages

- 11.6.1 It is anticipated that the 2026 work will be undertaken in four stages (see Table 2). These are expanded in the table below showing linkages with the project aims and questions that will be met at each stage, the products that will be produced and the tasks undertaken.



Stage	Description	Project Aims/ Questions	Products	Task & ID Number
Stage 1	Project start-up and design	Aims 1–6 Q1–17	Finalised project design and risk log Digital communication plan Educational plan	1.1. Consult with wider project team and stakeholders to define milestones and delivery timetable.
Stage 2	Archaeological Fieldwork	Aims 1–2 Q1–8	Field Archive Survey Archive 3D Survey Archive	2.1. Site Preparation 2.2. Fieldwork (excavation) 2.3 RV3-4 assemble site archive and distribute to specialists
Stage 3	Assessment Report & Updated Project Design	Aim 3-4 Q9-14	Stratigraphic & Assessment Report	3.1. Specialist finds and palaeoenvironmental assessments 3.2 Integrated assessment report 3.3. RV4 – recommendations for further work
Stage 4	Analysis and Publication	Aim 5 Q15–17	Final report Publication Completed and accessioned archive	4.1. Specialist analysis 4.2. Finalise report and publication 4.3. Prepare data and archive for deposition 4.4. RV5 – final sign-off 4.5. Closure

Table 4: Project stages, products and tasks

12 OWNERSHIP

12.1.1 The Copyright on all reports submitted will reside with DigVentures, although a third party in-perpetuity licence will automatically be given for reproduction of all products, subject to agreement with DigVentures. The original copyright holder will retain copyright in pre-existing data.



13 RISK LOG

Risk number	1	2	3	4
Description	Inclement weather - prolonged periods of rain	Exceptional weather (drying exposed archaeology)	Absence of core team member	Absence of specialist team member
Probability	Medium	Medium-low	Low	Low
Impact	Delay programme of work	Slow progress	Delay programme of work	Delay programme of work
Countermeasures	Provision of site hut, and planned indoor archiving tasks with flexible programme	Provision of water bowser + spray	Reallocate responsibilities or appointment of alternative	Reallocate responsibilities or appointment of alternative
Estimated time/cost	3 Days	None	Minimal if done by adjustment	Minimal if done by adjustment
Owner	BW/SD	BW/SD	BW/SD/HT	BW/SD/NJ
Risk number	5	6		
Description	Equipment theft/breakages	Serious site injury		
Probability	Medium	Medium		
Impact	Delay programme of work	Delay programme of work		
Countermeasures	Removal of finds material and digital equipment from site	Detailed H&S Risk Assessment + daily safety briefing		
Estimated time/cost	3 days	3 days		
Owner	BW/SD	BW/SD		

Table 5: Risk Log



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Figure 1. Site Location



Figure 2. Trench Locations and area over Google Satellite image



Figure 3. Excavation areas over historic OS map of Lytham Hall estate c. 1885

Appendices

15 APPENDIX 1 SITE SPECIFIC METHOD STATEMENTS

The methods for the proposed project involve a combination of GIS modelling, archaeological excavation, palaeoenvironmental sampling and assessment. The methods are linked directly to the project aims and objectives (see Table 6) and detailed below.

Key Questions and Objectives	Photogrammetry	Archaeological Excavation	Sampling	Environmental Assessment	Findings Assessment	Synthesis and Data integration
Q.1		✓				
Q.2		✓				
Q.3		✓				
Q.4		✓				
Q.5	✓	✓				
Q.6	✓	✓				
Q.7	✓	✓			✓	
Q.8		✓	✓	✓	✓	
Q.9		✓	✓	✓	✓	
Q.10		✓	✓	✓	✓	✓
Q.11			✓	✓	✓	✓
Q.12			✓			✓
Q.13						✓
Q.14						✓

Table 6: Linking methods with objectives



Topographic survey and GIS modelling

Any additional topographical survey work will be carried out using an EMLID RS3 GPS survey system. The EMLID RS3 GPS survey system is used in conjunction with a tablet with mobile data and QFIELD software, enabling real-time updates to the site GIS project. The method is highly efficient and accurate (+/- 2cm) when good signal is available. The survey data is exported from the RS3 as a compressed GIS folder containing all collected data that can be integrated into the project GIS. All survey and excavation data will be stored within a GIS environment, which will remain the principal conduit for all spatial data throughout the project.

Interventions

All trenches opened by mechanical excavator, e.g. 8 tonne tracked excavator, equipped with a bladed bucket, down to the surface of the archaeological horizon. Machine excavation works will be monitored by an experienced archaeologist at all times. All topsoil and subsoil deposits will be stored separately a minimum of 1m from the trench edge to preserve a safe distance from the excavation area. Once overburden has been removed, the trench will be cleaned by hand, planned and photographed prior to any further excavation. A representative section, not less than 1m in width, of the entire deposit sequence encountered in the trench will be recorded. If complex stratigraphy and/ or significant remains (e.g. structural remains, artefact scatters, remains clearly of a funerary nature etc.) are encountered, these may only be excavated to the minimum requirement in order to satisfy the project objective, to avoid compromising the integrity of remains that may be either (a) preserved in situ, or (b) excavated in detail during any next phase of research excavation. Interventions will focus on feature intersections in order to establish relative chronologies, and 'clean' sections to maximise retrieval of stratigraphically secure dating evidence and environmental samples.

Full written, drawn and photographic records will be made of each trench and test pit, even where no archaeological remains are identified. A plan at an appropriate scale (1:50 or 1:100) will be prepared, showing the areas investigated and their relation to more permanent topographical features, and the location of contexts observed and recorded in the course of the investigation. Plans, sections and elevations of archaeological features and deposits will be drawn as necessary at an appropriate scale (normally 1:20, or 1:10 for complex features). Drawings will be made in pencil (6H) on permanent drafting film and archived in a suitable depository. Areas under archaeological observation will be surveyed using a GPS tied in with the Ordnance Survey.

Each trench or test pit will be recorded using the digital recording system used by DigVentures, [DiggIt](#), supported by a digital photographic record that conforms with CIFA standards (CIFA 2023a; CIFA 2023b). A sufficient sample of each feature type/deposit will be examined in order to establish the date, nature, extent and condition of the archaeological remains, encompassing the following percentage interventions:

- 50% of each intrusive feature (pits, postholes)
- 50% of each linear feature's exposed area + all terminals & intersections
- 50% structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) just require exposure, cleaning and preservation for excavation in more appropriate circumstances
- 50-100% domestic/industrial working features (hearths, ovens)



Trench / Test Pit	Dimensions	Target	Description
Trench 5	8 m × 8 m	Formal garden / planting features seen on historic maps	Located in Area 2; aligned NW–SE.
TP2	2 m × 2 m	Evidence of the icehouse, building on the 2014 excavations	Located in Area 2; aligned N–S.
TP3	2 m × 2 m	Evidence of the icehouse, building on the 2014 excavations	Located in Area 2; aligned N–S.
TP4	TBC	Contingency – further investigation of the formal garden features identified in the 2025 evaluation	Located in Area 2; exact location to be determined on site.
TP5	TBC	Contingency – further investigation of the formal garden features identified in the 2025 evaluation	Located in Area 2; exact location to be determined on site.

Table 7: Trench target, location and description

Backfilling and reinstatement

Where turf is removed it will be stacked away from the trench edge, maintaining their integrity by ensuring that the turves are placed in a correct position (turf side up) and are watered frequently and monitored daily. Topsoil and subsoil will be removed and retained separately for reinstatement. Trenches will be backfilled immediately following excavation with subsoil followed by topsoil. The site will be visibly similar in appearance to its condition pre-excavation; there shall be no visible mounds of excavated soil around the site and turf shall be replaced and watered in.

Palaeoenvironmental sampling

Bulk sampling strategy

Bulk samples will usually be 20 litres in size, depending on the likely density of macrofossils. Ten litre samples will only be used for the recovery of plant macrofossils from waterlogged contexts. Samples will be stored in ten litre plastic bags or buckets with lids and handles. A waterproof label will be fixed to the bucket and will record site code, context number and sample number and number of buckets in comprising the sample. A duplicate label will be retained inside the bucket. Samples will be protected from temperatures below 5° and above 25° Celsius and will be prevented from either wetting or drying out.

- Bulk samples selected for processing will be wet-sieved/floated and washed (by the excavation team at a suitable area close to the temporary headquarters) over a mesh size



of 250 microns for the recovery of palaeobotanical and other organic remains, and re-floated to maximise recovery;

- Non-organic residues shall be washed through a nest of sieves of 10mm, 5mm, 2mm, 1mm and 250 micron mesh to maximise finds recovery;
- Both organic and non-organic residues shall be dried under controlled conditions;
- The dried inorganic fractions will be sorted for small finds or any non-buoyant palaeoenvironmental remains, and scanned with a magnet to pick up ferrous debris such as hammer scale;
- The dried organic fractions will be sorted under a light microscope to identify the range of species or other material on a presence/absence basis, the degree of preservation of the bio-archaeological material and the rough proportions of different categories of material present;
- In the event that waterlogged deposits are identified and sampled, further processing will be undertaken as appropriate and agreed, including paraffin flotation to recover insect remains. Any such remains will be scanned to identify and assess their potential;
- Selection of other types of sample for processing and the methods to be used for processing and assessment will be undertaken on the advice of the relevant specialist and will be agreed with the project team before implementation.

Contexts that are well stratified and potentially datable are all of value, so a systematic approach to selecting samples for processing and assessment will be taken. These will be divided into three categories:

- Category A (always sampled): contexts where the composition of the sediments is likely to inform us of the use of a particular structure or feature or if the deposits are waterlogged. These will include: *in situ* occupation deposits and fills/layers associated with particular activities; hearths; destruction deposits; basal pit/slot trench fills; waterlogged deposits, cesspits or latrines.
- Category B (always sampled, though discretion can be exercised by the trench supervisor): deposits identified as containing material that could yield information regarding their origin or the process that produced them. These will include: dumps, middens, upper pit fills with evidence for charred material, shell, bone and industrial waste.
- Category C: deposits containing material which is not necessarily related to the function of the feature to which they are related, but which can characterise deposits from different areas of the site. These will include: secondary and tertiary fills, postholes, levelling deposits, spreads etc.

Category A deposits should always be sampled, Category B deposits always sampled however, the supervisor's discretion may allow for a strategy such as 'scatter sampling' enabling exploration of variation within a deposit and Category C deposits sampled on a random basis (such as 1 in 5). These samples can help to characterise the background noise of a site, so as to highlight spatial or temporal trends and provide material that can be directly compared with those from Category A and B. All samples will be taken in large white 10 litre tubs, with labels placed inside with the deposit and attached to the bucket. All samples will be processed off site in a dedicated flotation and wet sieving area.



Photogrammetry survey

Photogrammetry survey of the trenches and features within the trenches will be undertaken on site using DigVentures' site camera or our UAV DJI Mini-2 drone (Operator ID: GBR-OP-JL2B8RNZ8C4N). The drone will be used only for aerial imagery shots of the trenches to gain context for the features, capturing vertical images from up to 50m in altitude.

For the ground-based photogrammetry images will be captured perpendicular to the structure using telescopic mounted cameras, to deliver optimum results requiring little or no rectification. All images will be taken with a digital camera with a variety of standard and other lenses, downloaded directly on to the hard disk of the laptop. We will utilise Agisoft Metashape 3D Modelling software to detect the feature points of the structure, and match these in different images to create a point cloud. The camera positions will be calculated automatically by the software and a dense reconstruction or geometric model will be built to create a DSM. The resulting DSM can be manipulated for viewing from any angle using a variety of artificial light and shading techniques to highlight certain features, or overlaid or draped with the original photographs for true colour representation.

We will process the aerial imagery to produce point cloud, mesh, and textured 3D models and DEMs as GeoTIFs files. The DEMs will then be geo-referenced to the National Grid via GPS positioned ground control points or by aircraft derived GPS coordinates.

Zooarchaeology

If large deposits of bone or marine shell are encountered the project Zooarchaeologist advice will be sought as regards further sampling. If articulated groups of bones are encountered, they will be surveyed, recorded in situ, (including digital photography), and then excavated to retain the group's integrity. Bones from each articulated limb will be bagged separately. If articulated animal burials or cremated animal remains are encountered the surrounding soil will be sampled to retrieve any loose teeth or bone fragments.

All hand collected animal bones and bones from processed samples will be assessed, following Historic England's Environmental Archaeology guidelines (2011). If warranted by the size of the recovered assemblage, it will be assessed using two different quantification methods to determine the most suitable for full analysis, taking into account methods used in comparative assemblages. The assessment will not distinguish between certain taxonomic groups; full speciation will be carried out as part of the analysis, using a vertebrate comparative collection. In addition to quantification of domestic species and occurrence of wild species, the assessment will consider the number of articulated bone groups, and the prevalence of aging, sexing and osteometric data available for full analysis, following standard published conventions. The assessment report will comment on the potential of the assemblage, particularly in the context of the excavation's research questions and current understanding of comparative assemblages. It will also provide recommendations for any necessary future analysis.

Human osteoarchaeology

Inhumations will be scanned with a metal detector prior to excavation, and the position of possible metallic grave goods will be noted. Wherever possible, each burial will be excavated within a single working day, particularly with regard to visible grave goods. To minimise unauthorised disturbance of human remains, partially exposed remains will be



covered overnight, though in such a way as to not draw undue attention, using loose excavated spoil.

Excavation of inhumations will be undertaken using a trowel, plasterer's leaf, plastic spoon and paintbrush as appropriate depending on the condition of the bones. When lifted the bones will be bagged by skeletal area (skull, axial, upper and lower limbs) with separate bags for the left and right side. A standard series of samples will be taken from each inhumation burial to ensure full recovery of any remaining osseous tissues or small artefacts. Once human remains are removed from inhumation graves, any soil residue remaining at the base of the grave will be retrieved for bulk processing.

Inhumations and cremations will be drawn at a scale of 1:10 and photographed prior to lifting. They will be recorded on Skeleton Record Sheets that form an integral part of the site *pro forma* recording system. The recording will include condition, completeness, articulation, orientation and posture.

Fragile objects found within graves will be lifted with appropriate care and handling to minimise breakage. This may include subsequent controlled excavation under laboratory conditions. A trained conservator will be employed on the site if necessary. All cremation burials and cremation-related contexts will be excavated and sampled in quadrants to ascertain the distribution of any archaeological components within the fills, with division into spit also if appropriate. Cremation-related features other than burials may be subject to more detailed sub-divisions, the appropriate strategy being developed by a specialist as the size and nature of the remains becomes clear.

Undisturbed and slightly disturbed, but largely intact, urn cremation burials will be lifted *en masse* for excavation under laboratory conditions. The urns will be wrapped in crepe bandages and securely boxed for transportation. Where a vessel has been crushed, thereby disrupting any original internal deposition of the cremated remains, it will be lifted *en masse* after separate recovery of displaced sherds. All cremation-related contexts will be subject to whole-earth recovery from the point at which any cremated bone or other pyre debris is observed. If deposits of placed human bone are encountered in features, these may be excavated in spits if appropriate. The soils from these features will be bulk sampled.

Finds

All finds will be treated in accordance with the relevant guidance given in the Chartered Institute of Field Archaeologist's *Standard and Guidance for Archaeological Field Evaluation* (2023a), excepting where statements made below supersede them. All artefacts will be retained from excavated contexts, except features or deposits undoubtedly of modern date. In these circumstances, sufficient artefacts will only be retained to elucidate the date and function of the feature or deposit. For full details see our selection strategy in Appendix 3.

All artefacts from the excavation will, as a minimum, be washed, marked, counted, weighed and identified. Any stratified ironwork will be X-rayed and stored in a stable condition along with other fragile and delicate material. The X-raying of objects and other conservation needs will be undertaken by appropriately qualified conservation specialists. Suitable material, primarily the pottery and non-ferrous metalwork, will be scanned to assess the date range of the assemblage



Conservation

Artefacts will be recovered as a matter of routine during the excavation. When retrieved from the ground finds will be kept in a finds tray or appropriate bags in accordance with *First Aid for Finds* (Watkinson and Neal 1998). Where necessary, a conservator may be required to recover fragile finds from the ground depending upon circumstances. For full details see our selection strategy in Appendix 3.

After the completion of the fieldwork stage, a conservation assessment will be undertaken which will include the X-radiography of all the ironwork (after initial screening to separate obviously modern debris), and a selection of the non-ferrous finds (including all coins). A sample of slag may also be X-rayed to assist with identification and interpretation. Wet-packed materials, including glass, bone and leather will be stabilised and consolidated to ensure their long-term preservation. All finds will be stored in optimum conditions in accordance with *First Aid for Finds* and *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* (Walker, 1990). The conservation assessment report will include statements on condition, stability and potential for further investigation (with conservation costs) for all material groups. The conservation report will be included in the updated project design prepared for the analysis stage of the project.

Scientific dating

Radiocarbon dating will be appropriate for clarifying and linking aspects of archaeological and environmental chronologies, and a strategy for this will be agreed following discussion with HTNW, The Friends of Lytham Hall, LCCHET and the relevant specialists following assessment.

Synthesis and data integration

Radiocarbon results from the project will be integrated and synthesised with future investigations, and other relevant work within the region and further afield. This will include a literature review of other pertinent sites.

Post-excavation and reporting

Within 12 months of the completion of all fieldwork, a draft report setting out the results will be produced and forwarded to the Landowner, and Local Authority Archaeologist for comment. The post-excavation assessment report will be prepared in accordance with the guidance given in the Chartered Institute for Archaeologist's Universal Guidance for Archaeological Excavation (2023), except where superseded by statements below.

Emphasis will be given to placing the results into the context of the archaeology of the region, and their significance in the context of the priorities outlined in the research framework for the area. The report will comply with all CIFA requirements and may include:

A non-technical summary

- Plans and sections at an appropriate scale locating the site, the, known and projected archaeological deposits and the extent and nature of colluvial and/or alluvial deposits, including OD heights
- Tabulation of finds data by context and by material type
- A summary by category of the material types recovered during the excavation



- A summary of the palaeo-environmental evidence
- A consideration of the archaeological evidence from within the Site set in its broader landscape and historic setting

The preparation of the report may involve the following elements:

- The conservation of appropriate material, including the X-raying of ironwork
- The spot dating of all pottery from excavated contexts. Spot dating will be corroborated by scanning of other categories of material
- The preparation of a preliminary phased site matrix with supporting lists of contexts by type (ditch fill, pit fill etc.), by spot-dated phase (medieval, post-medieval, modern etc.), by structural grouping (e.g. contexts by pit, by building etc.), supported by preliminary phase plans.
- A statement on each category of material, including reference to quantity, provenance, range and variety, condition and existence of other primary sources.
- The selection and prioritisation of bulk soil samples taken for environmental and artefactual data in the light of preliminary phasing. Sieving, processing and scanning of selected soil samples will be undertaken and an assessment statement on charred food and plant remains, including references as for the categories of material
- A statement of potential for each material category and for the data collection as a whole will be prepared, including specific questions that can be answered and the potential value of the data to local, regional and national investigation priorities.

Where appropriate and subject to further agreement, further analysis may be undertaken and the results published in a journal appropriate to the significance of finds. An OASIS online record will be initiated at the start of work, and a copy of the OASIS form included with the final report within three months of leaving site.

Staffing

The analysis of the finds and environmental data will be undertaken by DigVentures' core staff or external specialists, using DigVentures' standard pro forma recording system. The work will be carried out under the supervision of the following departmental managers under the overall direction of the Project Manager. Information on DigVentures' external finds and environmental specialists can be provided on request. All specialist reporting will be undertaken by experienced specialists, typically including:

- Animal bone – Hannah Russ
- Environmental – Rosalind McKenna or Ellen Simmons
- Geoarchaeology – Joanna McKenzie
- Prehistory pottery – Emily Edwards
- Roman pottery – David Griffiths
- Medieval / post medieval pottery – Charlotte Britton or Paul Blinkhorn
- Human bone – Malin Holst
- Lithics – Frederick Foulds
- Small finds and leather – Elizabeth Foulds

Quality and professional standards



DigVentures is a Registered Organisation with the Chartered Institute for Archaeologists. All senior managers are MCIfA registered. The company endorses the Code of Practice and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology of The Chartered Institute for Archaeologists.

All core staff employed by DigVentures are appropriately qualified CfA members, and employed in line with The Chartered Institute for Archaeologists Codes of Practice. DigVentures operates a Project Management System. All projects are undertaken under the direction of the Project Manager who is responsible to a Section Head, who ensures the maintenance of quality standards within the organisation. The Managing Director has ultimate responsibility for all of the company's work.













Archives Management Plan

This document encompasses all data pertinent to the deposition of both the physical and digital archive generated by the 2026 excavations at Lytham Hall.

Project Information

PROJECT NAME	Community Excavations at Lytham Hall, Lytham St Annes, Lancashire
REPOSITORY (Physical)	Museum of Lancashire or Lytham Hall
REPOSITORY (Digital)	Archaeology Data Service (ADS)
OASIS ID	digventu1-534951
DigVentures project code	LHL26
Accession Number	TBD
National Grid Reference	SD 36175 27947
County	Lancashire
Project dates	20-27 July 2026
Key organisations	DigVentures, Heritage Trust for the North West, The Friends of Lytham Hall, Lancashire County Council Historic Environment Team (LCCHET)
Stakeholders / funders / clients / landowners	Heritage Trust for the North West; The Friends of Lytham Hall; Lancashire County Council Historic Environment Team (LCCHET)

Scope of Document

This document includes:

Section 1	A copy of the project selection document (for guidance The Toolkit I Chartered Institute for Archaeologists)	To be done at project initiation and prior to excavation being undertaken.
Section 2	A copy of the project Data Management Plan (DMP) (for digital data content)	To be done at project initiation and prior to excavation being undertaken.



1: Site Selection

Includes discard plan

Community Excavations at Lytham Hall, Lytham St Annes, Lancashire

[11/05/2026 Version1.0]

Selection Strategy

Project Information

Project Management

Project Manager	Brendon Wilkins
Archaeological Archive Manager	Jasmine Tomys
Organisation	DigVentures

Stakeholders

Date Contacted

Collecting Institution(s)	Museum of Lancashire Archaeological Data Service (ADS) OASIS	
Project Lead / Project Assurance	Stephanie N. Duensing	
Landowner / Developer	Heritage Trust for the North West / The Friends of Lytham Hall	
Other	Lancashire County Council Historic Environment Team (LCCHET) Historic England (where advice is	



	required in relation to listed building or registered park and garden considerations) Core Archaeology Team (In House) Post Excavation Programme Officer (In House) Small Finds Specialist (External) Pottery Specialist (External) Animal Bone Specialist (External) Building Materials Specialist (External) Stone Specialist (External) Industrial Waste Specialist (External) Environmental Specialist (External) Historic England Core Archaeology Team (In House) Post Excavation Programme Officer (In House) Small Finds Specialist (External) Pottery Specialist (External) Animal Bone Specialist (External) Building Materials Specialist (External) Stone Specialist (External) Industrial Waste Specialist (External) Environmental Specialist (External)	
Resources		
Resources required	Staff time on site to record and discard material nominated for de-selection on site.	
Context		
The 2026 season of archaeological investigations will be undertaken by DigVentures and community participants between the 20th – 27th of July 2026 at Lytham Hall, Lytham St Annes, Lancashire (NGR SD 36175 27947). The project fieldwork will investigate archaeological remains associated with the Lytham Hall estate, building on the results of the 2025 DBA, evaluation and community test pitting programme. The overarching aim of this fieldwork is to investigate and characterise the historical development of the		



Lytham Hall estate, while creating educational and participatory learning experiences for community participants. This will be achieved through a community-based archaeological research project designed in the first instance to understand:

- the nature, date and character of surviving post-medieval garden remains, including the formal garden area and lawn area
- the potential survival of archaeological evidence relating to the medieval Benedictine priory and its relationship to later estate structures
- the nature, date and survival of archaeological deposits within previously unexcavated or only partially investigated areas of the Lytham Hall estate
- the refinement of interpretations drawn from the 2025 evaluation and earlier archaeological, architectural and cartographic evidence for the estate

Both the physical and digital archive will be made accessible for future research.

Project Aims

Aim 1 – To identify the physical extent of archaeological remains at the Site through targeted investigation. This aim will be achieved through targeted excavation of the formal gardens, expanding on the 2025 season results to recover dateable material and define the extent and character of surviving remains.

- Q1. Can we establish the form, extent and date of the formal garden and associated features identified in the 2025 evaluation?
- Q2. What can the character and phasing of garden deposits tell us about the development of the estate landscape from the late 17th to the early 20th century?
- Q3. Are there structural remains associated with the garden features (walls, paths, planting features) that can be further recorded and interpreted?
- Q4. Can earlier features observed in the 2025 season (possible planting boles, stone slab) be further characterised and dated?

Aim 2 – To define and establish the physical extent and condition of archaeological remains on the Site with a programme of trenching. This aim will explore the potential for sub-surface deposits or structural remains within or adjacent to the principal Hall complex to retain evidence of the medieval priory.

- Q5. Do sub-surface deposits within or adjacent to the Hall complex retain any evidence of the medieval Benedictine priory?
- Q6. Can any remains be phased relative to the post-Dissolution manor house and the 18th-century construction by John Carr of York?
- Q7. What materials and features from the priory period survive, if any, within the standing fabric of the early ranges or in the ground adjacent to the Hall?
- Q8. How does the evidence recovered compare with the tentative priory-related wall slot identified by Salford Archaeology (Salford Archaeology 2016), and what does this tell us about the probable extent of the priory precinct?

Aim 3 – Characterise the phasing and development of the designed garden landscape. This aim will address research questions relating to the character and sequence of garden development at Lytham Hall, from the



formal 18th-century layout through to the informal Victorian landscape, supported by targeted palaeoenvironmental sampling where conditions allow:

- Q9. Can we identify and date different phases of garden design within the formal garden areas?
- Q10. What evidence survives for features associated with the Mount and its associated icehouse, and can these be further characterised?
- Q11. Can the sequence of garden deposits be linked to known phases of landscape remodelling documented in the cartographic and archival record?
- Q12. What can palaeoenvironmental sampling tell us about horticultural practices and the management of the estate gardens?

Aim 4 – Characterise the results of the programme of trenching, refining the chronology and placing the site in its wider landscape context. Building on the 2025 results, this aim will address questions relating to the depth, character and condition of surviving deposits across the site.

- Q13. How well do deposits and artefacts survive, and how deeply are they buried across different areas of the site?
- Q14. What is the current state of the archaeological and palaeoenvironmental material, and does it vary between the formal garden areas?

Aim 5 - Making recommendations, analysis and publication. This aim will require all data from the 2025 and 2026 seasons to be collated and synthesised. A Post-Excavation Assessment report will be produced with management recommendations to research, conserve or enhance the heritage significance of the site.

- Q15. What can an integrated synthesis of the 2025 and 2026 seasons, combined with the results of previous archaeological work at Lytham Hall, tell us about the character and development of the estate?
- Q16. Can the results of the excavation inform and refine the interpretations offered in the DBA and Monitoring Report, and what questions remain to be addressed by future research?
- Q17. Formulate recommendations for the future management, conservation and research of the Lytham Hall estate, informed by the results of Aims 1-4, and implement a programme to publish and disseminate the results.

In summary, the project will offer a range of opportunities for community members and visitors to the area to get involved and learn more about the archaeology, history and landscape development of Lytham Hall.

The archive will be deposited in accordance with the requirements of the agreed collecting repository, following consultation with LCCHET, HTNW and The Friends of Lytham Hall, and in line with relevant national standards for archaeological archives.



1 – Digital Data

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

Project Lead – Stephanie N. Duensing

Post-Excavation Programme Officer – Jasmine Tomys. Responsible for Archives management (physical and digital) of the project.

Digital Repository – Archaeology Data Service (ADS)/OASIS

Selection

Location of Data Management Plan (DMP)

Data Management Plan (DMP) can be found in Section 2 of this Archive Management Plan document.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders
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2 – Documents

Stakeholders

Project Lead – Stephanie Duensing

Post-Excavation Programme Officer – Jasmine Tomys (responsible for Archives management of the project)

Collecting Repository – the Museum of Lancashire for any material Lytham Hall does not wish to retain

Selection

DigVentures operates nearly on a fully digital system, using DiggIt to record contexts and site data and receiving external reporting in digital format. The documentary evidence that will be produced from the excavations will be site plans and drawings. There will also be the production of site documentation such as risk assessments, release of liability forms, photo permissions etc. that will be signed by the participants of the excavation.

The site plans and drawings will be digitised and the original versions will be retained and deposited with the final site archive in compliance with the museum deposition guidelines.



De-Selected Documents

All signed documentation will be retained for the length of the project and discarded and shredded after archive deposition. These are kept for legal purposes and meet the requirements of GDPR.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders
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3 – Materials

Material type

These are the standard expected materials pre-excavation. This will be updated post-excavation.

Lithics

Pottery

Building Material

Stonework

Animal Bone

Shell

Small Finds

Bulk metal

Organics

Industrial Material

Section 3.

Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Project Lead – Stephanie Duensing

Post-Excavation Programme Officer – Jasmine Tomys (responsible for Archives management of the project)

Collecting Repository – Museum of Lancashire



Selection

All material selected and removed from site will be retained in accordance with the deposition requirements of the agreed physical archive repository the Museum of Lancashire.

Once material has been sent to specialists and assessment reports have been received, discussions will be had with the representative from the agreed physical archive repository if the specialist selection recommendations differ to what is outlined in the deposition guidelines. This will ensure anything of greater research potential that was not initially listed to be retained will not be omitted from the final archive.

The materials selection table will be updated as these reports are made available.

Uncollected Material

Selection undertaken in the field will follow the collecting policy as laid out by the agreed physical archive repository.

This will be updated after discussion with all parties but DigVentures recommendations at presents are to not collect.

- Unstratified unworked animal bone
- Shell unless deliberately deposited
- Unstratified building material unless registered or diagnostic
- Building material smaller than 50 sq mm unless registered
- Opus signinum, mortar, ashlar, stone rubble, cobbles or post-medieval bricks unless taken as samples
- Non-artefact wood or charcoal.
- Unworked or altered lithics
- Post-Medieval or modern pottery/ceramic from topsoil unless an unusual example.

All uncollected material on site will be recorded on DiggIt and weighed before being reburied in the original trench it was recovered from.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.



The landowner, following Transfer of Title where applicable, will be asked whether they wish to retain any de-selected material. They will also be asked whether they are content for any de-selected material to be given or loaned to local community groups, schools or public engagement activities linked to the project.

Any de-selected material that they do not wish to retain or give/loan to the community could be retained for the potential of reference collections or research materials.

Other alternatives include offering to schools and universities as learning materials.

A final option will be the discard of the material. With a preference of being reburied on or near the site of excavation.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Materials Selection Table

This table may be inserted into Section 3 of the main [Selection Strategy Template](#) to help present differing selection strategies for different material types

Find Type	Selection Strategy	Stakeholders	Review Points
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2: Data Management Plan

Data Management Plan:

Section 1: Project Administration

Project ID / OASIS ID
- LHL26 - digventu1-534951 - Additional data identifier(s)
Project Name
Community Excavations at Lytham Hall, Lytham St Annes, Lancashire
Project Funder / Grant reference /Client
Heritage Trust for the North West / The Friends of Lytham Hall
Organisations
- DigVentures – lead archaeological contractor - Heritage Trust for the North West / The Friends of Lytham Hall - Historic England - DigVentures - lead archaeological contractor Heritage Trust for the North West / The Friends of Lytham Hall Lancashire County Council Historic Environment Team (LCCHET) Archaeology Data Service (ADS) the Museum of Lancashire - Archaeology Data Service (ADS) - The Museum of Lancashire
Project Manager
Brendon Wilkins
Principal Investigator / Researcher
Stephanie N. Duensing
Data Contact Person
Jasmine Tomys
Date DMP created
11/05/2026
Date DMP last updated
11/05/2026
Version
1.0



Related data management policies

- ADS Guides for Good Practice
- ClfA Standards and guidance for Archaeological Archives, including AAF and Arches guidance documents
- Work Digital / Think Archive – AAF / ClfA data management guidance document

Section 2: Data Collection

What data will you collect or create?

The following table outlines the types of files we will collect, and an updated estimate of the selected data archive will be amended throughout the project.

Type	Format	Estimated volume of Data Archive	Total
Spreadsheets	Excel (.xlsx)		
Text/documents	Word (.docx) Portable document format (.pdf)		
Images	Uncompressed (.tiff) Lossy graphics file (.jpg) Portable network graphics (.png)		
Illustrations	Scalable vector graphics		
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files)		
Survey	Comma Separated Version (.csv)		
Video	Moving Picture Expert Group-4 (.mp4)		
Photogrammetry	Models hosted on Sketchfab (.obj, .jpg, .mtl)		



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 and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant ClfA 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:
 - HE *Digital Image Capture and File Storage: Guidelines for Best Practice* 2015
 - HE *Photogrammetric Applications for Cultural Heritage: Guidance for Good Practice* 2017

Data storage / file naming

- The working project archive will be stored in a project specific folder or data specific folder on the internal organisational server. The internal organisation server is backed up twice daily to maintain an up to date security copy of the organisation wide data.
- Project folders are named following established organisational procedures.
- 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.
- LHL26

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 checked during project delivery.
- Data collection and management are reviewed regularly as part of the organisational Quality Policy (DV_Quality_Policy_v1.pdf). This includes a quarterly review of internal project folders to ensure our organisational data management standards are being met.

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 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 and Digital Repository Guidelines, following the methodology described in the Project Design methodology.

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.
- 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: Storage and Backup

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

- Organisational IT is managed internally by the Projects Director and Digital Imaging Manager, who is also responsible for the management and verification of our back-ups and who supports access to security copies as needed.
- Sufficient data storage space is available via the organisational server, which includes two-factor authentication and permissions-based access. The server is accessible by staff on- and off-site 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.



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. • Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including HTNW, The Friends of Lytham Hall, LCCHET, ADS and the agreed physical archive repository where appropriate). • 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 results are likely to provide new research data which can be included in the Historic Environment Record and will contribute to the knowledge of site, and aiding the future management of the archaeological site. • 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.
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 CoreTrustSeal. • 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?
• ADS will be contacted as the intended repository for digital data and a copy of this Data Management Plan has been forwarded to them.
Have the costs of archiving been fully considered?
• 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 will be included and updated on the OASIS Index of Archaeological Investigation as the project progresses.
- The investigations are likely to result in a number of documents: Project Design, Post Excavation Assessment and Updated Project Design, Final Report, Journal submission.
- 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 digital data will also be deposited with the agreed collecting repository where required by their deposition requirements.
- The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.
- The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a 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 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.
- 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 the Projects Director and Director of Operations.
- Data archiving is undertaken by the project team under the guidance of the Programme 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.

