TROWES LANE, SWALLOWFIELD, BERKSHIRE: WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MITIGATION WORKS - STRIP, MAP AND SAMPLE

Issue 1: **Issued for Approval**

Local Planning Authority: **Wokingham Borough Council**

Planning Reference: **230422**

NGR: **SU 72344 64505**

Site Code: **BTLS22**

Prepared for: **Tetra Tech Consulting Ltd**

By: **Gareth Hatt**

Pre-Construct Archaeology Ltd (Winchester)

Pre-Construct Archaeology Ltd (Winchester)

5 Red Deer Court, Elm Road,

Winchester, Hampshire, SO22 5LX

Tel: 01962 849 549

E-mail: mmarshall@pre-construct.com

Web: www.pre-construct.com

December 2025

CONTENTS

1 INTRODUCTION

1.1 Project Background

1.1.1 Pre-Construct Archaeology Ltd (PCA) has been appointed by Tetra Tech Ltd (RPSTT) to prepare this Written Scheme of Investigation (WSI) for archaeological mitigation works (strip, map and sample) at Trowes Lane, Swallowfield, Berkshire (**Figure 1**), hereafter 'the Site' (centred at NGR SU 72344 64505). The Site is a subject of proposed residential development of up to 81 units with associated access, landscaping and infrastructure.

1.1.2 The Site covers an area of approximately 5.83ha (made up of 4.14ha of open land and 1.69ha of woodland), to the west of Trowes Lane, and is the subject of a proposed housing development for which a planning application has been submitted to the Local Planning Authority (LPA) Wokingham Borough Council (Planning Reference: 230422).

1.1.3 An initial phase of archaeological trial trenching (PCA 2022) identified archaeological features including pits of iron age/Romano-British date, together with medieval and post medieval linear features, based on a small but datable pottery assemblage. Following the evaluation, the scope of the mitigation works was discussed and agreed by RPSTT and Berkshire Archaeology (BA).

1.1.4 This document provides a methodology for the mitigation works, which will comprise an excavation of three areas (Trenches 32, 33 and 34) totalling approximately 0.1025ha, following a strip, map and sample approach. An additional evaluation trench will also located be in the area of the proposed attenuation tank (**Figure 2 & 3**).

1.1.5 This document has been prepared in accordance with the *Chartered Institute for Archaeologists Standard for Archaeological Excavation* (CIfA 2023), *The Chartered Institute for Archaeologists Universal Guidance for Archaeological Excavation* (CIfA 2023), Berkshire Archaeology's *General Standards for Historic Environment Projects* (BA, 2021) and *Management of Research Projects in the Historic Environment* (Historic England, 2015).

1.1.6 PCA is a CIfA Registered Archaeological Organisation and is bound by its code of conduct.

1.2 Location, Topography and Geology

1.2.1 The Site lies to the south-west of the historic village of Swallowfield, Berkshire, and is flanked to the south-west by Charlton Lane and to the south-east by Trowes lane, with access points from both lanes. The southern portion of the Site is woodland, while the remainder of the Site has been used for cultivation.

1.2.2 The general topography of the open area of the Site comprises a rise from east to west, from c.45m aOD to c.49m aOD. The River Loddon flows to the northwest of the Site, and the River Blackwater flows to the northeast; drains are present in the fields to the north and east.

1.2.3 The British Geological Survey has mapped the geology underlying the Site to comprise solid deposits of London Clay, with an area of river terrace gravels mapped across the eastern side of the Site (BGV, 2025)

1.3 Archaeological and Historical Background

1.3.1 The archaeological and historical background the Site was set out in an archaeological desk-based assessment prepared in respect of the current proposed development (RPS 2021). The desk-based assessment concluded that, taking account of the 'Area of High Archaeological Potential' (AHAP) designation of the western part of the Site, along with known information held by the Berkshire Historic Environment record, the Site has moderate potential to contain archaeological evidence of the later prehistoric and Romano-British periods and low potential for all other periods.

1.3.2 The AHAP designation encompasses an area of cropmarks visible on aerial photographs, which have not been dated. The Berkshire HER contains records of archaeological sites, findspots and monuments within the vicinity of the site, which were described in the desk-based assessment. These include entries for a range of archaeological evidence for Bronze Age, Iron Age and Romano-British settlement and field systems to the north, to the east and to the south-east of the Site.

1.3.3 Pre-Construct Archaeology (2022) carried archaeological evaluation which identified:

'The evaluation was carried out in keeping with the approved methodology and appears to have met the aims set out, indicating that the Site has some archaeological potential in the form of pits of iron age/Romano-British date, together with medieval and post medieval linear features, based on a small but datable pottery assemblage. No evidence was seen of archaeological features corresponding to cropmarks recorded in the western part of the field and within the Area of High Archaeological Potential.'

2 AIMS

2.1 Archaeological Investigation

2.1.1 The strip, map and sample archaeological investigation is intended to offset the impact of the proposed development and aims to investigate the extent, character and date of archaeological remains within the defined areas, taking account of their potential to contain biological and palaeo-environmental remains in the context of local, regional and national research aims.

2.1.2 In general the work will aim to:

- Establish a broad phased plan of the archaeology revealed following the stripping of the site.
- Provide a chronology of the archaeological phasing.
- Determine the nature of any Iron Age, Romano British and medieval activity.
- Identify the nature of any specialised activity associated with the remains.

2.1.3 The following specific research aims are identified in the WSI in the context of the wider research aims set out in the Solent-Thames Research Framework for the Historic Environment (Hey and Hind 2014) with particular reference to the Iron Age, Romano British and medieval periods:

- What evidence is there for settlement activity of later prehistoric date? Can the evidence from the evaluation be characterised more clearly and compared with contemporary sites in the area?
- Can the evidence for Iron Age and early Romano-British activity be better characterised and is there evidence to indicate mixed settlement and/or industrial activity?
- Can the evidence of Iron Age, Romano-British and Medieval periods be more securely dated to indicate distinct phases related to specific activity and time periods?

2.1.4 The excavation will lead to the preparation of a post-excavation assessment report, the aim of which will be to set out the results of the excavation and identify if the results have the potential to inform local, regional, and national research aims through a programme of further analysis and appropriate dissemination or if the results of the mitigation works can adequately be contained within the Post-excavation assessment report.

3 METHOD

3.1 Strip, Map and Sample Excavation

3.1.1 A unique site code was allocated to the evaluation by PCA – **BTLS22** which will be carried over onto the SMS archive. The Berkshire Archaeology (BA) will be notified of the start date of the excavation.

3.1.2 The excavation will comprise an area of approximately 0.1ha divided into three targeted areas and one 20m evaluation trench (**Figure 2 & 3**):

- Trench 32, 15m x15m focussed on Romano - British activity seen in evaluation Trench 30
- Trench 33, 20m x20m focussed on a medieval activity seen in evaluation Trenches 9 & 10
- Trench 34, 20m x20m focussed on Iron Age/Romano - British activity seen in evaluation Trench 4
- Trench 35, 20m x 1.8m trench located in the area of the proposed attenuation tank

3.1.3 The areas will be stripped of topsoil and subsoil mechanically using a 360 degree machine fitted with a toothless ditching bucket supervised by a suitably qualified and experienced archaeologist. Stripping will be controlled to ensure that the archaeological horizon is exposed and is sufficiently clean to identify archaeological features. The spoil generated during the excavation will be mounded away from the edges of the stripped areas. Mechanical excavation will cease at either undisturbed natural deposits or when archaeological features are identified. All subsequent archaeological investigation will be carried out by hand unless it is agreed with BA that mechanically assisted investigation is warranted.

3.1.4 Care will be taken to avoid needless loss of archaeological evidence in the course of the mechanical strip; the topsoil/subsoil will be removed in spits and not bulk excavated to the underlaying natural. It is recognised that the archaeological potential of the site may include features that will be poorly defined owing to ground conditions and diffuse boundaries between the subsoil and underlying natural.

3.1.5 Individual or groups of potentially significant features, that are found close to the limit of excavation (LoE) of the areas, may extend beyond the LoE. In these instances the LoE should be extended to encompass the extent of the features and a ‘blank’ buffer of 5m to the LoE should be formed.

3.1.6 The excavation area and spoil heaps will be scanned for the presence of artefacts. This will include the use of a metal detector in order to ensure maximum finds retrieval.

3.1.7 The base and sides of the stripped areas will be cleaned as required to show the soil profile and to define adequately any archaeological features present.

3.2 Mapping

3.2.1 Following the initial soil strip, priority will be given to the cleaning of features as required to produce a pre-excavation plan. In association with the production of this plan initial sample excavation will commence to characterise the nature of the archaeological resource present. Early in this process an initial site review meeting will be convened between the client, BA and PCA.

3.2.2 The pre-excavation plan will be produced by 'mapping' archaeological features using a GPS device and EDM/theodolite in order to record accurate X, Y, Z co-ordinates. The pre-excavation plan (or plans) will be issued to BA.

3.3 Sample Excavation Strategy

3.3.1 The following sampling levels will form the minimum the standard to be applied to features and deposits identified as contributing to the project objectives and any additional specific objectives identified and are based on *Berkshire Archaeology's General Standards for Historic Environment Projects* (BA, 2021)

- Ditches – up to 10% by length of linear ditches will normally be sampled, focussed on establishing stratigraphic relationships, investigating terminals and recovering dating and environmental evidence. A higher sample, up to 20% by length, will normally be sought where ditches define or lie adjacent to settlement, industrial, burial or other specialist activity.

- Pits – all pits will normally be 50% sampled. The sample size will be increased, including the 100% excavation of a proportion of pits, where there is spatial, finds, environmental or other evidence to indicate that this will further the project objectives.

- Structures/buildings – all features and deposits that form components of a structure or building will normally be investigated. The sample of individual features or deposits comprising that structure to be excavated will depend on the nature and significance of the structure but typically would consist of 50% of all post-holes forming a hut circle or 50% by length of a drip gully.

- *Post and stake holes* – where these features do not form a recognisable structure, they will be sampled, normally 50% of every other post-hole. A representative sample of stake holes will be investigated.

- *Burials and related deposits* – all inhumation and cremation burials will be excavated in accordance with the Ministry of Justice (MoJ) licence. This will normally require total excavation and recovery. All associated deposits, e.g. pyre sites, mausolea and mortuary enclosures, will also be fully investigated and excavated.

- *Specialist activity areas/deposits* – all such deposits, such as corn driers, hearths and kilns, will be fully investigated and excavated.

- *Quarries, working hollows and similar large amorphous features* – normally up to 10% by area of large, amorphous features will be excavated or sufficient to characterise them satisfactorily.

3.3.2 Application and variation of this standard to exposed archaeological remains will be agreed between the client, BA and PCA in project review meetings.

3.4 Human Remains

3.4.1 In the event that human burials are discovered these will be left *in situ* and their future treatment agreed with BA. Should their excavation and removal from the Site be required, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Licence applies to both inhumation and cremated remains. Application for a Licence will be made by PCA, on behalf of the client. PCA will comply with the conditions of the Licence and discuss with the client, Historic Environment Officer any requirements of the Licence that may conflict with the agreed method of investigation of the Site.

3.4.2 Arrangements will be made to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and grave goods. An appropriately qualified and experienced osteo-archaeologist will be available to supervise the excavation and removal of any human remains (where this is necessary) from the Site, following published guidance, i.e. the Institute for Archaeologists Technical Paper 13 '*Excavation and post-excavation treatment of cremated and inhumed remains'*.

3.5 Recording

3.5.1 All recording will be carried out in line with Berkshire Archaeology's General Standards for Historic Environment Projects (BA, 2021).

3.5.2 All trenches, structures, deposits and finds will be recorded according to accepted professional standards and in accordance with Pre-Construct Archaeology Ltd's recording systems. Sufficient data will be recorded to allow the required level of assessment and reporting (see

section 4). Recording will be carried out to a sufficiently high standard to provide a full record of the deposits excavated.

3.5.3 All archaeological contexts are to be recorded individually on context record sheets. A further, more general, record of the work, comprising a description and discussion of the archaeology, is to be maintained as appropriate.

3.5.4 A site grid will be established relative to Ordnance Survey National Grid. Data capture for site plans will be by electronic distance measurement, measured survey or a combination of techniques. Data-capture for site plans will as standard be capable of reproduction at a scale of 1:100; more complex features or areas of complex archaeological remains will be recorded at greater resolution (for reproduction at 1:10, 1:20, 1:50 as necessary). The sections of excavated archaeological features will be recorded by measured drawing at an appropriate scale (normally 1:10 or 1:20). Spot heights and those of individual features will be recorded relative to Ordnance Datum.

3.5.5 A digital photographic record of the work will be made forming part of the site archive. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context all trenches, test pits and archaeological features and deposits discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual deposition with site archive.

3.5.6 The complete Site archive including finds and environmental samples will be stored in a secure place throughout the duration of the fieldwork and post-fieldwork programme prior to deposition.

3.5.7 The Site archive is to be consolidated after completion of the excavation, with all site records and finds collated and ordered as a permanent record.

3.6 Finds Recovery Processing and Treatment

3.6.1 All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines no.2., the Chartered Institute for Archaeologists '*Standard and Guidance for the collection, documentation, conservation and research of archaeological materials'* (CIfA 2020), Selection, Retention and Dispersal of Archaeological Collections Guidelines (Society of Museum Archaeologists, 1993) and Berkshire Archaeology's *General Standards for Historic Environment Projects* (BA, 2021).

3.6.2 On completion of the archaeological works the Landowner will grant the site archive to PCA for storage until such time as a suitable and permanent repository is identified.

3.6.3 Artefacts will be excavated carefully by hand. Bulk artefacts will be collected and bagged according to their archaeological context. The location of special finds, including *in situ* worked flint will be recorded three dimensionally. If necessary, an appropriately qualified and experienced archaeological conservator will be appointed to advise and assist in the lifting of fragile finds of significance and or value and to arrange for the X-raying and investigative conservation of objects as may be necessary. Where appropriate to address the aims of the evaluation, sieving of deposits will be undertaken to maximise the recovery of small artefacts.

3.6.4 Spot dating of pottery from the main and/or significant features will be carried out daily during the fieldwork (to inform sampling decisions) and promptly following its completion. Consultation with local specialists will be undertaken where helpful to ensure concordance with local methods of recording, identification and interpretation in Berkshire.

3.6.5 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed. Sub-sampling procedures will be agreed with BA and follow the guidance and advice of the curator of the museum/depository in which the site archive will be deposited.

3.6.6 Artefacts that fall under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2023) will be reported immediately to the relevant Coroner's Office, the local Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Hampshire, the landowner and the NPA. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Since its 3rd revision in 2023 the Treasure Act also includes Significant Objects "*This class of treasure is designed to capture only those objects that, by virtue of factors such as their rarity, provide an exceptional insight into an aspect of national or regional history, archaeology or culture…. An object will satisfy the significance criteria if it provides an exceptional insight into an aspect of national or regional history, archaeology or culture*"

3.7 Archaeological Science and Environmental Sampling

3.7.1 A structured programme of environmental sampling appropriate to the aims of the evaluation will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines "*Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation*" (2nd edition, August 2011). Any variation to this guidance will be agreed in advance with both BA and the English Heritage Regional Scientific Advisor.

3.7.2 Where necessary an appropriately qualified and experienced PCA palaeo-environment specialist will be assigned to assist sampling strategies of deposits such as buried soils of particular significance and to advise on depositional and site formation processes. If necessary, the advice of the Historic England Regional Scientific Advisor will be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological investigation of this site.

3.7.3 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, middens, hearths, floors and, specifically, lynchets and house platforms, where there is known to potential for the survival of buried soils. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.

3.7.4 For large features / spreads appropriate consideration will be given to sampling in a grid system and in spits, where this enhances the aims of the excavation and reflects the potential of the features and deposits.

3.7.5 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.

3.7.6 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.

3.7.7 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with BA. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.

3.7.8 Environmental samples from dry deposits will normally be processed by flotation following the excavation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.

3.7.9 The processed environmental remains will be assessed and recommendations provided to inform any subsequent stages of archaeological works as may be determined as appropriate.

3.7.10 Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic, OSL and thermoluminescence. The advice of the English Heritage Regional Scientific Advisor will be sought in advance of the application

of these techniques. Any necessary delay that is caused in completion of the reporting of the evaluation to enable provisional results to be included will be notified to BA.

3.7.11 Where appropriate the guidance in the following Historic England papers (amongst others) will be followed:

- Archaeometallurgy: Guidelines for Best Practice (2015). https://www.historicengland.org.uk/images-books/publications/archaeometallurgy-guidelines-best-practice/
- X-radiography of Archaeological Metalwork (2006). https://www.historicengland.org.uk/images-books/publications/x-radiography-of-archaeological-metalwork/
- Investigative Conservation: Guidelines on How the Detailed Examination of Artefacts from Archaeological Sites can Shed Light on their Manufacture and Use (2008). https://www.historicengland.org.uk/images-books/publications/investigative-conservation/
- Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record (2007). https://www.historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/
- Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition) (2011). https://www.historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/

3.7.12 **NOTE:** Any changes to the methodology set out above will need to be discussed and agreed in advance with BA and will be set out in the post-excavation assessment report.

4 REPORTING

4.1 Post-Excavation Assessment Report

4.1.1 Following all site works, including additional works as may be required on the Site in addition to those set out in this document:

- An illustrated summary of results will be provided to BA within 10 days and
- Following processing and stabilisation of the site archive a Post-excavation Assessment Report will be prepared. Copies of the report will be issued to the commissioning client (if necessary via their appointed agent/archaeological consultant) and BA.

4.1.2 The post excavation assessment report will be issued in hard-copy and in digital format. The digital copy will be supplied in .pdf format accompanied by digital copies of images, plans and maps in .bmp, .tif or.jpg format. The medium on a PC CD-ROM. Whichever software is used the digital files will be supplied in a PC readable format.

4.1.3 A copy of the archive report and digital data (.dxf or shapefile format) including mitigation areas and archaeological features relating to the archaeological findings will be deposited with the Berkshire Historic Environment Record (HER).

4.1.4 The post excavation assessment report will include an updated project design setting out an overall programme of post excavation analysis through to completion of a Full Report and if required, publication of the results.

4.1.5 As detailed in the Berkshire Archaeology's General Standards for Historic Environment Projects, the report will include as a minimum:

- Site name and grid reference
- Project type (evaluation, watching brief etc.)
- Date and duration of fieldwork
- Site code
- Area of the site
- An accurate site location and trench/survey plan based on up-to-date OS mapping, including heights aOD
- Monuments identified (referenced to the FISH Thesaurus of Monument Types)
- Museum accession number (if known)
- A completed OASIS summary record

4.1.6 The Post-Excavation Assessment Report will include, as set out in the Berkshire Archaeological Standards, the following:

- Contents
- Non-technical summary;
- Introduction;
    - Scope of report
    - Site Location
    - Background to project – project outline
    - Fieldwork methodology and strategy
    - Archaeological and historical background
    - Methodology;
- Summary of excavation results by phase using initial evidence for dating based on artefacts and stratigraphic relationships and drawing on the results of the prior evaluation
- Quantification of data and records
- Assessment of finds and environmental samples (artefacts and ecofacts)
- Statement of potential and significance
    - Results measured against the original project aims
    - Local, regional, and national research context
- Revised aims and objectives
- Method statement including tasks, named specialists, time and costs to achieve publication, dissemination, and archiving (including):
    - Stratigraphy
    - Geoarchaeology, Artefacts and Ecofacts
    - Historical research
    - Illustration
    - Outreach
    - Archive deposition and quantification
    - Confirmation of programming and resources
        - Personnel
        - Task Lists
- Bibliography
- HER and OASIS summary sheets
- Appendices - specialist tabulated data
- Illustrations – site location plans, area phase plans, sections, and photographs

5 ARCHIVE PREPARATION, DEPOSITION & COPYRIGHT

5.1 The Site Archive

5.1.1 The Site archive, to include all project records and cultural material produced by the project, will be prepared in accordance with Guidelines for the Preparation of Excavation Archives for Long-term Storage (UKIC 1990) and the Chartered Institute for Archaeologists '*Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives'* (CIfA 2009), taking account of recommended approaches to archive selection strategies and data management plans. On completion of the project the archive will be held by PCA until suitable long-term storage is made available and agreed with the BA and the Local Planning Authority. Archives that comprise data only will be deposited with a recognised trusted digital repository, such as the Archaeology Data Service, unless otherwise agreed with BA. A copy of the archive report and digital data (.dxf or shapefile format) relating to the archaeological findings will also be deposited with the BA.

5.2 Copyright

5.2.1 The full copyright of the written/illustrative archive relating to the site will be retained by Pre-Construct Archaeology Ltd under the Copyright, Designs and Patents Act 1988 with all rights reserved. The designated museum or repository however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use shall be non-profitmaking, and conforms to the Copyright and Related Rights regulations 2003. Further distribution and uses of the report either in its entirety or part thereof in paper or electronic form is prohibited without the prior consent of Pre-Construct Archaeology Ltd.

5.2.2 The licence extends to the use of all documents arising from this project in all matters relating directly to the project, as well as for bona fide research purposes (which includes Berkshire HER).

5.2.3 Pre-Construct Archaeology Ltd has made every effort to ensure the accuracy of the content of this report. However, Pre-Construct Archaeology Ltd cannot accept any liability in respect of, or resulting from, errors, inaccuracies or omissions this report contains.

6 MONITORING AND LIAISON

6.1 Site Visits

6.1.1 Arrangements will be made with RPSTT and PCA for BA to monitor the progress of the excavation and compliance with the aims and methodology set out in this document. Regular site meetings or, if requested by BA, by remote monitoring (via emailed summaries, plans, and photographs) will be arranged so that any variation to the agreed evaluation methodology may be discussed and agreed with BA.

7 HEALTH AND SAFETY

7.1 Policy

7.1.1 PCA will conduct the work in compliance with the Health and Safety at Work etc. Act 1974 and will also follow professional guidance and advice provided by the Federation of Archaeological Managers and Employers Ltd of which PCA is a member.

7.1.2 PCA's own Health and Safety Policy and a procedures manual will be available on site. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.

7.1.3 PCA will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced. PCA will carry out a risk assessment and complete a Health and Safety Method Statement prior to commencement of fieldwork, and where appropriate a COSHH assessment. Risks and measures to reduce risk will be communicated to all staff working on and visiting the site.

7.1.4 Full details of all Health & Safety procedures will be included in the site-specific Risk Assessment and Method Statement.

7.2 Risk Assessment

7.2.1 Prior to the commencement of fieldwork PCA will conduct a site-specific risk assessment, if necessary, as part of a Health and Safety Method Statement. All staff will be appraised of the Risk Assessment and comply with mandatory requirements set out such as the use of PPE and other measures to avoid risk from hazards that are identified.

8 PROGRAMME AND RESOURCES

8.1 Programme

8.1.1 The excavation fieldwork is expected to take 18 days, depending on access arrangements and ground conditions, and is currently programmed to commence in January 2026. Due notification of the commencement date of the fieldwork will be provided to the BA and of changes to the programme made necessary by delays or bad weather.

8.2 Resources

8.2.1 The archaeological field team will comprise one PCA fieldwork Supervisor to be assisted by a team Archaeologists. The following table lists the personnel who may be involved in archaeological fieldwork and post-fieldwork roles and tasks associated with the project:

Role	**Name**
Project Management	Maisie Marshall (PCA)
Archaeological Supervision	Lara Cook (PCA)
Prehistoric Pottery	Barbara McNee
Roman Pottery	Eniko Hudak (PCA)
	Dr Jane Timby
Post-Roman Pottery	Chris Jarrett
	Bernie Sudds (PCA)
Ceramic Building Material	Dr Kevin Hayward
	Bernie Sudds (PCA)
Architectural Stone Work	Dr Kevin Hayward
	Charlotte Matthews (PCA)
Petrology	Dr Kevin Hayward
Building Recording	Charlotte Matthews (PCA)
	Adam Garwood (PCA)
Animal Bone	Kevin Reilly (PCA)
	Philip Armitage
Human Remains	James Langthorne (PCA)
Lithics	Dr Barry Bishop (PCA)
Timber	Damian Goodburn (MoLSS)
Glass	Hilary Cool
	John Shepherd
Small Finds	Dr Marit Gaimster (PCA)
	Hilary Major
Roman Coins	Alex Beeby (PCA)
Metalwork	Dr Marit Gaimster (PCA)
Leather	Quita Mould
Iron Slag	Lynne Keys
Historical Research	Guy Thompson (PCA)
Conservation	Claire Woodhead (Hampshire Cultural Trust)
Industrial Archaeology	Rob Kinchin-Smith
Environmental Archaeology and Geoarchaeology	Dr Jane Wheeler ARCA – Univ. of Winchester

9 REFERENCES

Berkshire Archaeology, 2021, *General Standards for Historic Environment Projects*

CIfA, 2023, *Chartered Institute for Archaeologists Standard for Archaeological Excavation,* Reading

CIfA, 2023, *The Chartered Institute for Archaeologists Universal Guidance for Archaeological Excavation,* Reading

CIfA, 2020, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials,* Reading

CIfA, 2014, 'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives', Reading

English Heritage, 2008. *Management of Research Projects in the Historic Environment (MoRPHE)*

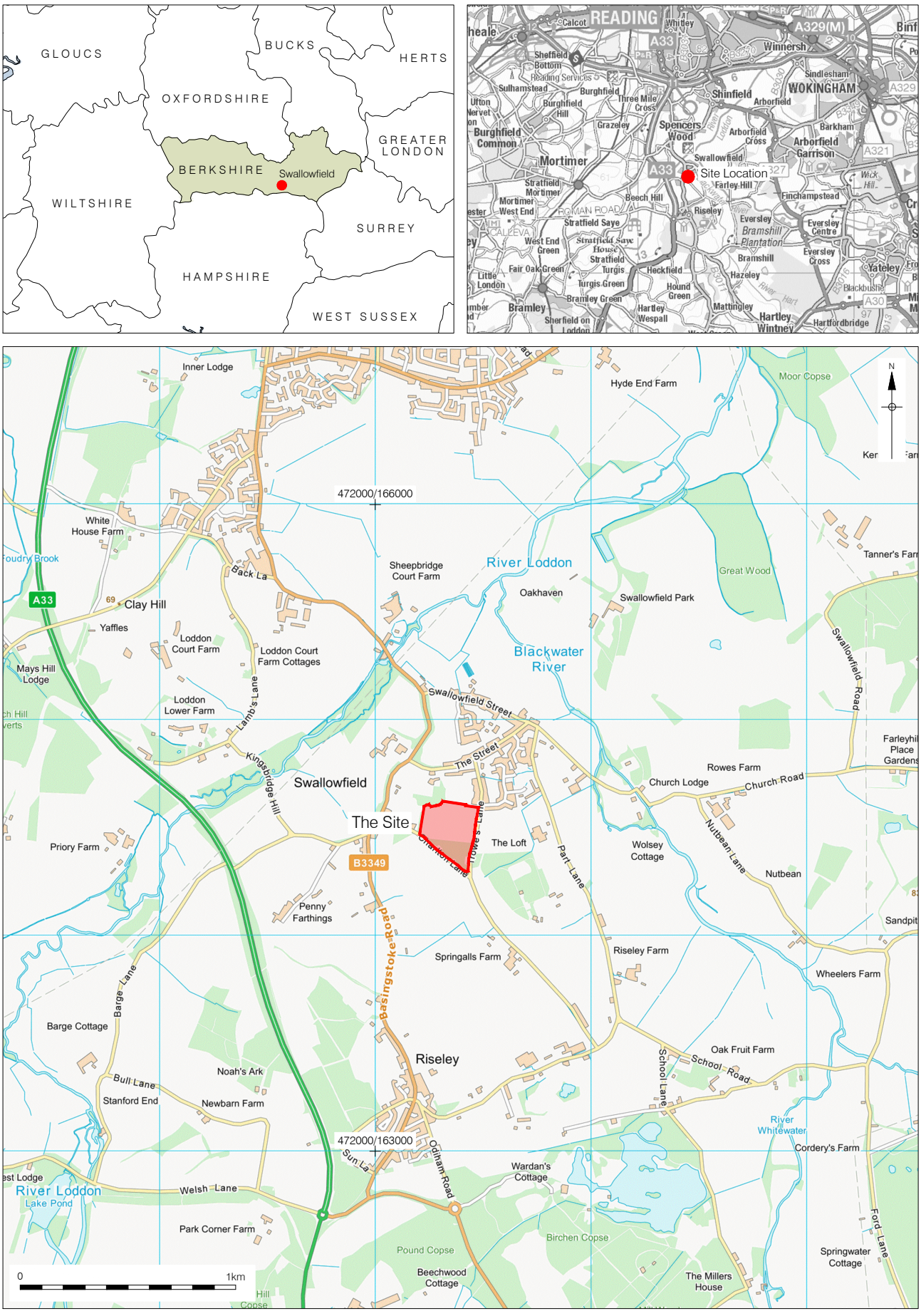
English Heritage, 2011. *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*

Society of Museum Archaeologists, 1993 '*Selection, Retention and Dispersal of Archaeological Collections Guidelines'*

Pre-Construct Archaeology, 2022. *Trowes Lane, Swallowfield, Berkshire: An Archaeological Evaluation Report*

RPS 2021, 'Archaeological Desk-based Assessment: Land North of Charlton Lane and West of Trowes lane, Swallowfield, Berks, Ref :JAC27418

UKIC, 1990. *Conservation Guidelines No.2: Guidelines for the Preparation of Excavation Archives for Long Term Storage.*



15/12/25 MR

Figure 1
Site Location
1:2,000,000, 1:250,000, 1:25,000 at A4

P:\PROJECT DATA\Out of London\Berkshire\Land North of Charlton and Trowes Lane, Swallowfield\CAD\WSI - SMS\Fig 02_Detailed Site Location_REV 2.dwg

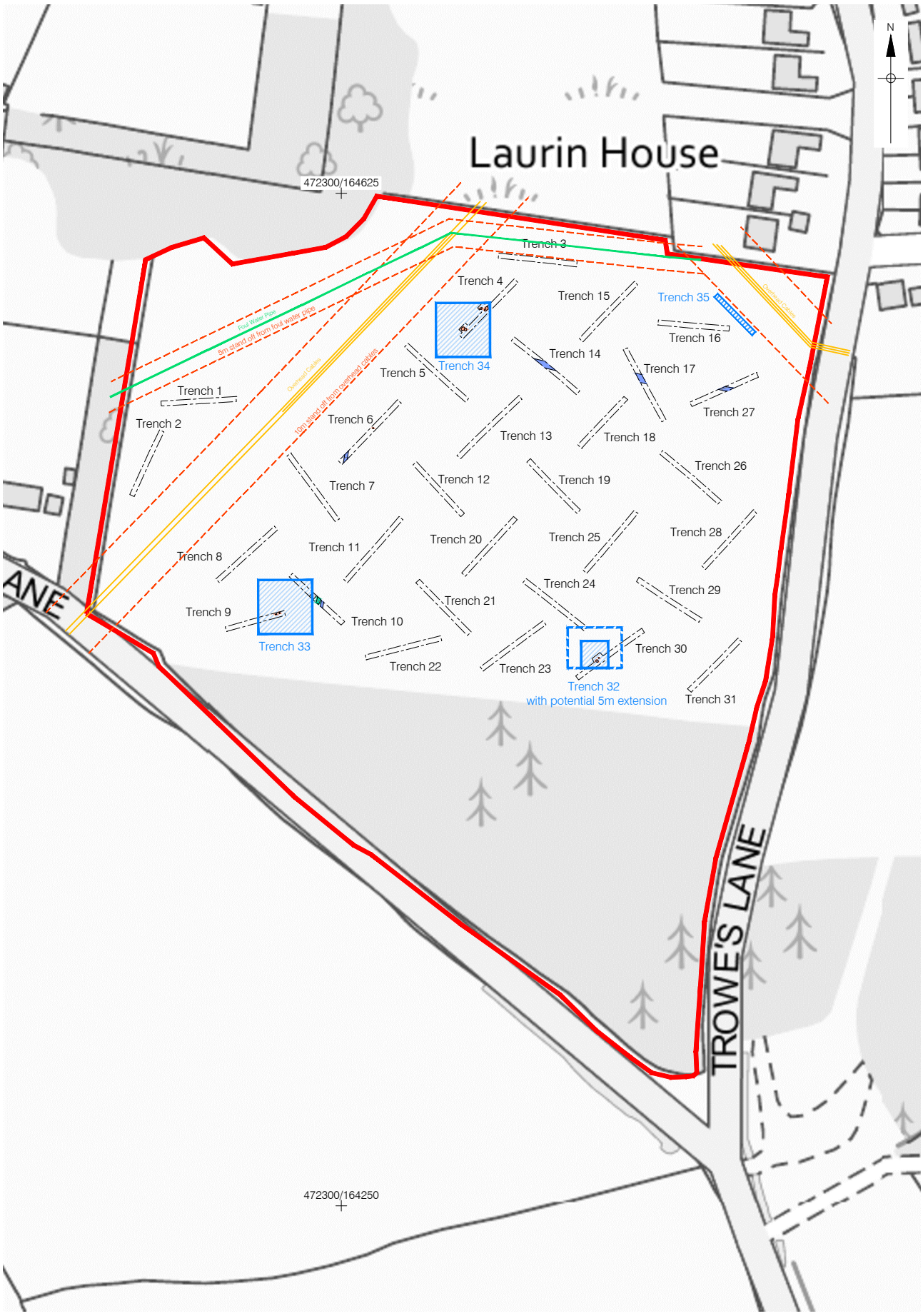


Figure 2
Detailed Site Plan showing Previous Interventions and Features and Proposed SMS Areas
1:2,000 at A4

13/01/2026 MR

P:\PROJECT DATA\Out of London\Berkshire\Land North of Charlton and Trowes Lane, Swallowfield\CAD\WSI - SMS\Fig 03_Proposed Development.dwg

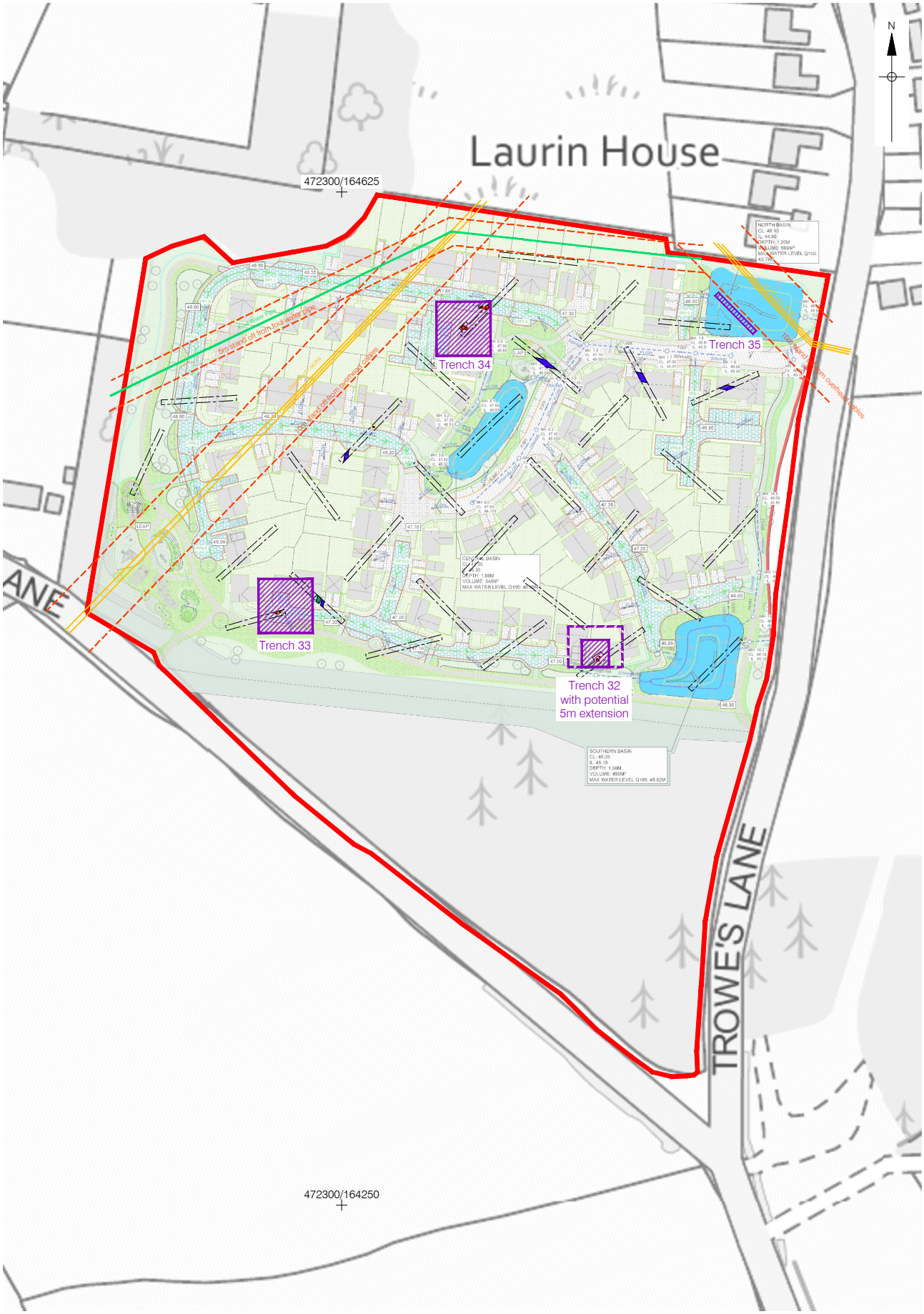


Figure 3
Detailed Site Plan showing Previous Interventions and Features and Proposed SMS Areas on the Proposed Development Plan
1:2,000 at A4

13/01/2026 MR