

Land at Heathlands Farm
Honey Hill
Wokingham
Berkshire RG40 3BG

Written Scheme of Investigation
for an
Archaeological Field Evaluation

AH Project Ref: AH2342
Planning Ref: 251260

November 2025



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Prepared by	Sue Farr
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Foghamshire Timber Yard
Foghamshire Lane
Trudoxhill
Frome
Somerset BA11 5DG

T: 01373 836796
E: sue.farr@armourheritage.co.uk
W: www.armourheritage.co.uk

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PROJECT SUMMARY

PROJECT NAME: LAND AT HEATHLANDS FARM
LOCATION: HONEY HILL, WOKINGHAM, BERKSHIRE RG40 3BG
NGR: 410014, 185708 (Centre)
PLANNING REF: 251260
TYPE: ARCHAEOLOGICAL TRIAL TRENCH EVALUATION

Armour Heritage Limited (AH; 'the Consultant') has been commissioned to complete a written scheme of investigation (WSI) regarding a proposed archaeological field evaluation to inform a proposal for development on land at Heathlands Farm, Honey Hill, Wokingham, centred on NGR 482887, 166404, and hereafter referred to as 'the Site' (Image 1).

Planning consent (251260) for the extension to an existing pack house structure following demolition of existing structures has been issued by Wokingham Borough Council (WBC) on condition a programme of archaeological work is undertaken.

An email consultation on 9th September 2025 with the Archaeology Officer at Berkshire Archaeology, advisors to WBC, indicated that two trenches each 15m x 1.8m could potentially satisfy the first part of the condition, although it is recognised further archaeological mitigation may be required depending on the results of the trenching completed.

Correspondence from the Officer also noted the development may require excavations up to 3m in depth across parts of the Site; the client has subsequently provided photos of previous works during a solar farm cable installation which recorded a limited soil profile of approximately 200mm of topsoil/ploughsoil overlying natural sand geology and confirmed similar site conditions exist within the areas of proposed trenching.

A date for the fieldwork has not yet been confirmed but site excavations should take 1-2 days to complete. Sufficient notice will be provided to the Archaeology Officer should monitoring of the fieldwork be required.

Within six weeks of completion of the archaeological fieldwork, a report setting out the results will be produced and forwarded to the client for approval. Once agreed, the report will be sent to the Archaeology Officer for approval.

1. INTRODUCTION

Outline

- 1.1. Armour Heritage Limited (AH; ‘the Consultant’) has been commissioned to complete a written scheme of investigation (WSI) regarding a proposed archaeological field evaluation to inform a proposal for development on land at Heathlands Farm, Honey Hill, Wokingham, centred on NGR 482887, 166404, and hereafter referred to as ‘the Site’ (Image 1).

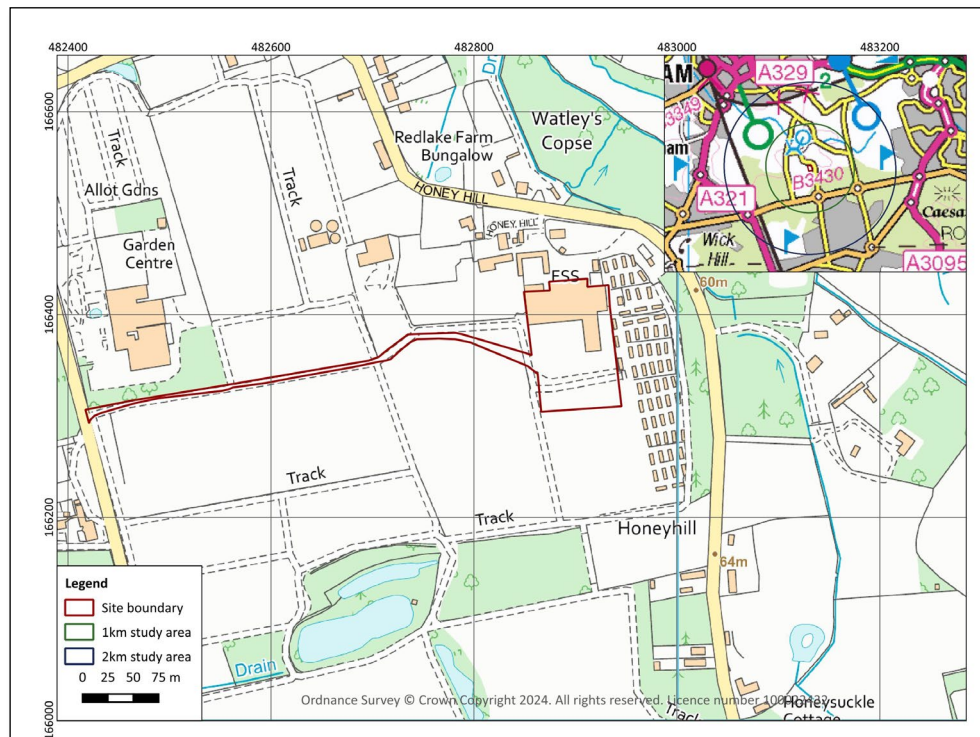


Image 1: Site location plan

- 1.2. Planning consent (251260) for the extension to the existing pack house following demolition of existing structures has been issued by Wokingham Borough Council (WBC) on condition a programme of archaeological work is undertaken.

- 1.3. Condition 5 states:

A) No development shall take place/commence until a programme of archaeological work, including a Written Scheme of Investigation (WSI) has been submitted to, and approved by, the local planning authority in writing. The WSI shall include an assessment of significance and research questions; and:

- 1. The programme and methodology of site investigation and recording*
- 2. The programme for post investigation assessment*
- 3. Provision to be made for analysis of the site investigation and recording*
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation*

5. Provision to be made for archive deposition of the analysis and records of the site investigation

6. Nomination of a competent person or persons/organisation to undertake the works set out within the WSI.

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

Reason: The site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric remains. The potential impacts of the development can be mitigated through a programme of archaeological work. This is in accordance with national and local plan policy

- 1.4. The Archaeology Officer at Berkshire Archaeology, advisors to WBC commented on the proposals in a letter dated 22nd July 2025 which indicated “the application site falls within an area of archaeological significance and archaeological remains may be damaged by ground disturbance for the proposed development.” Subsequent consultation with him on the methodology via email on 9th September 2025 indicated two trenches could potentially satisfy the first part of the condition but noted, dependent on the results, further archaeological mitigation may be necessary.
- 1.5. His comments also highlighted the excavations are anticipated to extend beyond 3m in parts of the Site; subsequent discussions with the client have confirmed previous works in this area during a solar farm cable installation recorded a limited soil profile, with approximately 200mm of topsoil/ploughsoil overlying natural sand deposits. Based on current ground conditions, a similar soil profile within the area of proposed trenches is anticipated.
- 1.6. The proposed archaeological evaluation will consist of two trenches, each measuring 15m by 1.8m, sited to reflect current site accessibility and areas of greatest anticipated impact from the development proposals. It is understood the evaluation will form the first phase of work to meet the archaeological condition. If the fieldwork records positive results, it is understood additional archaeological mitigation may be required and would be subject to the submission and approval of a further Written Scheme of Investigation.
- 1.7. Archaeological fieldwork will be carried out by AH’s nominated fieldwork sub-contractor, Thames Valley Archaeological Services (“the Sub-contractor”).
- 1.8. The archaeological evaluation will be undertaken following the methodologies and standards set out in the written scheme of investigation (WSI; this document), submitted to, and approved by the Archaeology Officer at Berkshire Archaeology in advance of commencement of any works on the Site.

Site location and landscape context

- 1.9. The Site lies 2.8km southeast of Wokingham and 2.75km north of Crowthorne in Berkshire. It falls broadly centrally within the Heathlands Farm complex which includes a series of warehouse buildings, staff accommodation, polytunnels, the administrative

offices of Hall Hunter Partnership and recently installed solar panels. The farm extends to 82ha, but the red line boundary covers 1.24ha of which 0.42ha will be subject to various alterations as part of the development proposals.

- 1.10. The Site lies due south of Heathlands Farmhouse and various outbuildings and is bounded to the east by temporary staff accommodation, and to the south and west by a series of polytunnels. The proposals aim to extend the existing pack house southwards into the existing yard and onto an open grassed area between the existing yard and solar panels to the south. Existing access and turning for HGVs will be retained within the central courtyard.



Image 2: Aerial view of Site

- 1.11. The Site is broadly flat, lying at an elevation of 64m OD.
- 1.12. The underlying geology of the Site is recorded by the British Geological Survey (BGS) as Bagshot Formation - Sand, formed between 56 million and 48.1 million years BP. Superficial geological deposits are recorded as River Terrace Deposits – Sand and Gravel, and Head – Sand and Gravel.
- 1.13. Recent excavations associated with a solar farm cable installation at Heathlands Farm within the same plot of land as the proposed Packhouse extension illustrated a relatively shallow topsoil/ploughsoil overlying natural sand deposits. The client has confirmed a similar soil profile within the areas of proposed trenches is anticipated.

Scope of WSI

- 1.14. This document sets out the strategy and methodology by which the Sub-contractor will implement the archaeological field evaluation. In format and content, it conforms with current best practice and to the guidance outlined in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a), the Chartered Institute for Archaeologists' *Standard for archaeological field evaluation* (CIfA 2023a), the *Universal guidance for archaeological field evaluation* (CIfA 2023b) and Berkshire Archaeology's *General Standards for Historic Environment Projects* (n.d).

- 1.15. This WSI will be submitted to the Archaeology Officer at Berkshire Archaeology, archaeological advisor to the local planning authority (LPA), for approval in advance of commencement of any works on the Site.

Project aims

General

- 1.16. The evaluation will aim to provide further information on the potential archaeological resource within the Site, including its presence/absence, character, extent, date and state of preservation of any buried archaeological remains that may be impacted by development. The information gathered will enable the local planning authority to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (Department for Levelling Up, Housing and Communities 2025).
- 1.17. Specifically, the aims of the archaeological fieldwork are to:
- clarify the presence/absence and extent of any buried archaeological remains within the Site that may be impacted by development;
 - identify, within the constraints of the evaluation, the date, character, condition and depth of any surviving remains within the Site;
 - assess the degree of existing impacts to sub-surface horizons and to document the extent of archaeological survival of buried deposits;
 - produce a report which will present the results of the evaluation in such detail as to allow an informed decision to be made concerning the Site's archaeological potential;
 - facilitate production of a mitigation strategy for the project; and
 - to relate (where appropriate) the archaeological results to their local, county and regional context.

2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Introduction

- 2.1. An archaeological impact assessment (Armour Heritage 2024) was undertaken in relation to earlier development proposals at Heathlands Farm and drew on information provided by the Berkshire Historic Environment Record. The results of that study along with comments from the Archaeology Officer at Berkshire Archaeology with due acknowledgement and further research have informed the brief archaeological background section below.
- 2.2. In general, the review indicates the Site occupies an area with a well-documented history of agricultural exploitation. Archaeological evidence identified within the surrounding 2km study area reflects activity from the prehistoric through to the modern periods albeit in a scattered form and of generally low to moderate significance.

Archaeological background

- 2.3. Evidence dating to the prehistoric period is the most prominent within the study area. Records indicate Mesolithic flint tools 1.9km to the northeast, a Neolithic axe and arrowhead 1.6km to the southwest, a possible Bronze Age ring ditch 350m to the south,

a prehistoric burnt mound 2km east, and Iron Age pottery and pits recorded some 1.3km north of the Site. Collectively, the evidence indicates sporadic prehistoric activity in the surrounding area, supporting a moderate archaeological potential for prehistoric remains at the Site.

- 2.4. Evidence of Romano-British occupation is limited to small pits, gullies, ditches, and pottery some 1.8km north of the Site, and a Roman road located approximately 2km to the south. The potential for Romano-British remains at the Site was therefore considered low.
- 2.5. During the medieval period, Wokingham developed as part of the manor of Sonning before being recognised as a borough. Archaeological records identify medieval pottery and the site of Ravenswood deer park in the wider area, though the Site itself likely remained undeveloped common land, offering a generally low potential for medieval archaeology within the Site.
- 2.6. In the post-medieval and modern periods, the surrounding landscape was shaped by agricultural use, 18th–19th century hunting rides, and the development of the railway. Historic maps from 1806 to 1944 consistently depict the Site as open farmland, with gradual boundary removal but no built development. By the mid-20th century, the wider site was adapted for polytunnel use, and it is accepted some degree of disturbance will likely have occurred during the installation and removal of these structures within the Site itself.
- 2.7. Features recorded by the HER of unknown date comprise cropmarks transcribed from aerial photography, with the majority located to the north, west, and east of the Site within the wider study area. Based on this evidence, the Site was assessed as having a moderate potential for further undated archaeological features.
- 2.8. Overall, the Site retains moderate potential for prehistoric and undated remains, but low potential for later archaeological deposits, reflecting its long-standing agricultural character and lack of historic development.

3. METHODOLOGY

Introduction

- 3.1. The initial methodology proposes the excavation of two trenches, each measuring 15m by 1.8m wide (Image 3 & 4; note polytunnels shown on the google earth in Image 4 have been removed) with a small contingency should additional trenches or extensions to those excavated be required by the Archaeology Officer at Berkshire Archaeology.
- 3.2. The following methodology is proposed in order to meet the aims and objectives of the evaluation. All works will be conducted in compliance with the Chartered Institute for Archaeologists' *Standard for archaeological field evaluation* (CIfA 2023a) and the *Universal guidance for archaeological field evaluation* (CIfA 2023b), excepting where they are superseded by statements made below.
- 3.3. The archaeological consultant will take responsibility for consultation and document approval with the Archaeology Officer at Berkshire Archaeology and any other key stakeholders.



Image 3: Proposed trench plan

Method Statement

- 3.4. A total of 2no. machine excavated trial trenches, dimensions as set out below, are proposed, as indicated on Images 3-4.
- 3.5. The trenches will be laid out using GPS in general accordance with the pattern shown above. Minor adjustments to the layout may be required to take account of any on-site constraints such as power lines, drains or trees. The trench locations will be tied into the Ordnance Survey. Any significant amendments to the trench design due to site constraints will be agreed with the Archaeology Officer at Berkshire Archaeology and will aim to target the identified anomaly if practicable.
- 3.6. Evaluation trenches will be scanned for live services by trained staff using CAT and Genny equipment.
- 3.7. All trial trenching will be undertaken by a mechanical excavator fitted with a toothless grading bucket under the supervision and control of a qualified site archaeologist to the top of the undisturbed natural strata or archaeological deposits, whichever is highest in the stratigraphic sequence.
- 3.8. Topsoil, subsoil and non-significant overburden deposits will be kept separate during trench excavation and stored on opposite sides of each trench. Should archaeological deposits be exposed, machine excavation will cease in that area to allow the site archaeologist to investigate the exposed deposit.
- 3.9. Where appropriate, the base of each trench and the upper surface of any archaeological remains surviving within them will be hand cleaned and surveyed to produce a plan of the arrangement of archaeological features within the trenches across the Site.

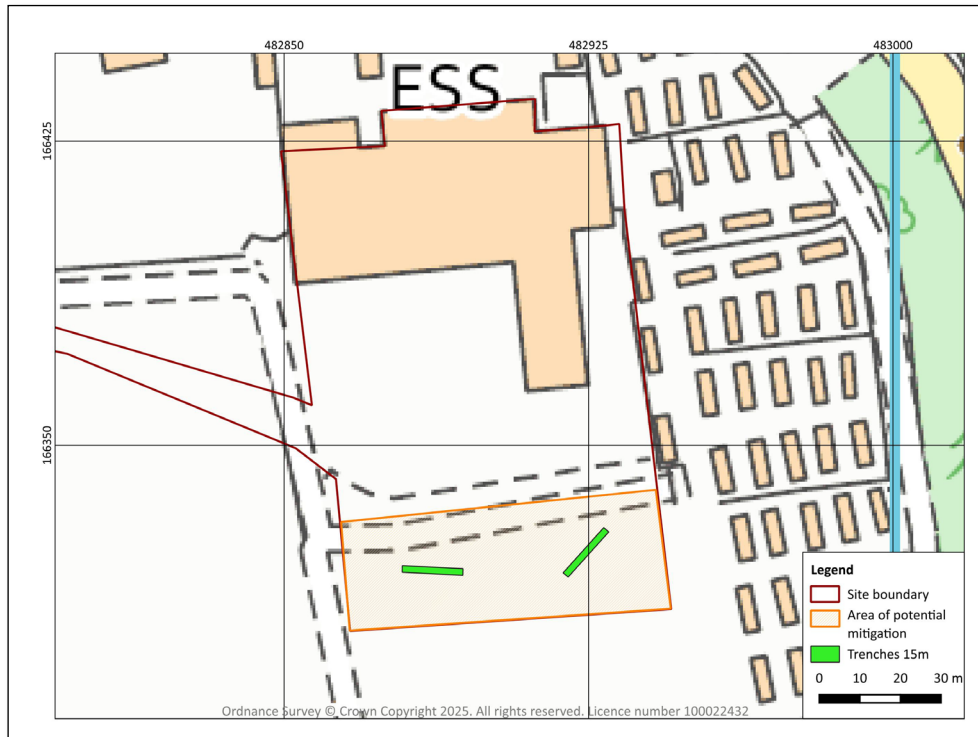


Image 4: Proposed trench plan

- 3.10. All archaeological deposits and features will be subject to appropriate levels of investigation without compromising any features with regard to future study. Decisions about the relative value of archaeological deposits and features will be made in consultation with the Archaeology Officer at Berkshire Archaeology. In general sampling levels for features will be within the following parameters: discrete features will be half-sectioned in the first instance; linear features will be sampled a minimum of 20% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m long. No archaeological deposit will be entirely removed unless this is unavoidable to meet the aims of the fieldwork. The deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All linear feature termini will be investigated.
- 3.11. In general, sample excavation will be sufficient to achieve the aims and objectives identified above, and at this stage there is no requirement to sample all archaeological features encountered if they can be adequately characterised. Where appropriate, excavation will not compromise the integrity of the archaeological record and will be undertaken in such a way as to allow for the subsequent protection of remains either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date.
- 3.12. All spoil will be examined for finds, including scanning with a metal detector.
- 3.13. Excavation of each context excavated, will wherever possible, be carried out in such a way as to produce at least one representative cross-section of the deposit.
- 3.14. Any human remains which may be encountered will initially be left *in situ* and reported to the appropriate authorities. In the unlikely event that removal is necessary, this must

comply with Ministry of Justice regulations and current archaeological best-practice (see below).

- 3.15. Trenches completed to the satisfaction of the Consultant, the Client and the Archaeology Officer at Berkshire Archaeology, will be backfilled using the excavated material in the approximate stratigraphic sequence in which they were excavated. They will be left level on completion. No other reinstatement or surface treatment will be undertaken. No trenches will be backfilled without sign off by from the Archaeology Officer at Berkshire Archaeology.
- 3.16. Any variation of the above methodologies will be undertaken in agreement with the Archaeology Officer at Berkshire Archaeology.

Depth of Excavation

- 3.17. The general depth of the trenches is not expected to exceed 1.2m or a safe working depth, whichever is deemed to be less, to comply with Health and Safety regulations. However, should excavation beyond this depth, or less if deemed unsafe, trench sides will be stepped or battered as appropriate.

Monitoring of Development, archaeological programme & public engagement

- 3.18. The exact programme for the fieldwork has not yet been confirmed but is likely to be undertaken during the last quarter of 2025, with excavations expected to be completed in 1-2 days. The precise programme will be confirmed in advance with the Archaeology Officer at Berkshire Archaeology when known.
- 3.19. The Client, Consultant and the Sub-contractor will be afforded reasonable access to all areas of the Site in order that all archaeological features and deposits identified during excavations can be monitored.
- 3.20. Site monitoring (either in person or remotely) by the Archaeology Officer at Berkshire Archaeology will be confirmed in advance and due notice given to all parties.
- 3.21. Where possible, with prior client approval, opportunities to share the results of the evaluation with the public will be actively considered by means of engagement, participation and/or dissemination of the results both during and after the project, as appropriate to the scale, nature and circumstances of the Site.

4. RECORDING

- 4.1. All exposed archaeological deposits will be recorded using the Sub-contractor's established *pro-forma* recording system and will follow standard recording procedures in accordance with the relevant guidance given in the Chartered Institute for Archaeologists' *Universal guidance for archaeological field evaluation* (CIfA 2023b), unless they are superseded by statements made below. A further, more general record of the work, comprising a description and discussion of the archaeology is to be maintained as appropriate. Context sheets will be primarily filled in by the archaeologist excavating the feature or deposit, and include details of the context, its relationships, interpretation and a checklist of associated finds.
- 4.2. Where appropriate, significant artefacts will be 3D recorded and detailed plans made of any deposits regarded as 'special' or deliberately placed.

- 4.3. All contexts, special finds and environmental samples will be given unique numbers. Any waterlogged wood, bone or metallurgical samples taken will also receive unique numbers.
- 4.4. Each archaeological feature or deposit will be recorded by means of a measured plan at an appropriate scale. Spot heights will be taken on the deposit and their location recorded on the plan.
- 4.5. An appropriate photographic record of the excavation will be compiled using digital photography equipped with an image sensor of not less than 16 megapixels. The digital photographic record will follow guidelines issued by Historic England (HE 2015b). The photographic record will illustrate both the detail and the general context of the principal features, finds excavated, and the Site as a whole. Each excavation context will be recorded photographically prior to removal. All photographs will feature an appropriately sized scale.
- 4.6. A complete drawn record of archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (in general, 1:20 for plans, 1:10 for sections), and with reference to a site grid tied to the Ordnance Survey National Grid.
- 4.7. The Ordnance Datum (OD) height of all principal features and levels will be calculated, and plans/sections will be annotated with OD heights. All plans and sections will be drawn on polyester based drafting film and clearly labelled.
- 4.8. The Sub-contractor will ensure that the complete site archive including finds and environmental samples is kept in a secure place throughout the period of excavation and post-excavation works.

5. FINDS AND ENVIRONMENTAL SAMPLING

Finds

- 5.1. Appropriate strategies for the recovery of artefacts and environmental samples will be devised and implemented by the Sub-contractor's finds and environmental team, and if/where appropriate from the Historic England Regional Advisor for Archaeological Science.
- 5.2. Finds will be treated in accordance with the relevant guidance given in the Chartered Institute for Archaeologists' *Universal guidance for archaeological field evaluation* (CIfA 2023b), and *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA 2014; updated 2020a) unless they are superseded by statements made below.
- 5.3. All artefacts will be retained from excavated contexts, except features or deposits of undoubtedly modern date. In these circumstances enough artefacts will be retained to identify the date and function of the feature or deposit.
- 5.4. All artefacts from the fieldwork 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. Suitable material, primarily the pottery, worked flint and non-ferrous metalwork, will be scanned to assess the date range of the relevant assemblages.

- 5.5. All artefacts recovered during the evaluation on the Site are the property of the landowner until agreement for their deposition with local Museum has been formally agreed. They are to be suitably bagged and boxed in accordance with the *United Kingdom Institute for Conservation, Conservation Guidelines No. 2* and, on completion of the archaeological post-excavation programme, will be deposited with the relevant museum as set out below.
- 5.6. Finds and sample storage will be at the Sub-contractor's offices.

Environmental Sampling

- 5.7. Bulk environmental soil samples for plant macro fossils, small animal bones and other small artefacts will be taken from appropriate sealed and dateable archaeological contexts as outlined by Historic England (Historic England 2011). Samples of between 40 litres will be taken or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 5.8. Buried soils and sediment sequences will be inspected and recorded on site by the environmental coordinator or suitable site archaeologist. Samples for laboratory assessment will be collected as appropriate. Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) should be collected for micro-slugs (hammerscale and spherical droplets) by the environmental coordinator or suitable member of their team.
- 5.9. Any bone recovered from stratified deposits will also be subject to assessment; analysis will be limited to material that can provide metrical, ageing or sex information.
- 5.10. Decisions regarding the need for, and suitability of, any future environmental or other sampling (including scientific dating) will be made on site in consultation with the archaeological advisor to the local planning authority. This will include identifying which contexts may be suitable for such works.

Human remains

- 5.11. In the event of discovery of any human remains, it is proposed that these will be left *in situ*, covered and protected until the Consultant, Client, County Coroner and Archaeology Officer at Berkshire Archaeology have been informed. Should excavation/removal of remains be necessary, they will be fully recorded, excavated and removed from the Site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by the Sub-contractor, in advance of any disturbance.
- 5.12. Should human remains require excavation, all excavation and post-excavation will be in accordance with the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken by an appropriately qualified osteologist. The final deposition of human remains will be dependent on the requirements of the Ministry of Justice.

Treasure

- 5.13. Finds recovered on-site, which fall under the statutory definition of *Treasure*, as defined by the *Treasure Act 1996* (Revised 2002) will be reported immediately to the relevant Coroner's Office, the landowner and the Archaeology Officer at Berkshire Archaeology. A *Treasure Receipt* (obtainable from either the Finds Liaison Officer 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 (in this case the Sub-contractor,) and, as accurately as possible, the location of the find.

Site Health and Safety considerations

- 5.14. Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will always override archaeological considerations.
- 5.15. All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.
- 5.16. The Sub-contractor will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.

6. POST-EXCAVATION

Report

- 6.1. Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with Museum guidelines. The Sub-contractor will make arrangements with the local museum for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection. It is understood there is currently no receiving museum for this area in Berkshire and the archive will therefore be stored by the Sub-contractor until deposition is possible.
- 6.2. Within six weeks of completion of the archaeological fieldwork, a report setting out the results will be produced and forwarded to the client for approval. Once agreed, the report will be sent to Archaeology Officer at Berkshire Archaeology for approval.
- 6.3. Upon receipt of Archaeology Officer at Berkshire Archaeology approval, a digital copy will be supplied to the client for distribution to relevant parties. A copy will be submitted to Berkshire HER along with relevant shapefiles for inclusion in their county records database.
- 6.4. Emphasis in the report will be given to placing the results into the context of the archaeology of the local area.
- 6.5. As a minimum, the report will include:
 - a summary of the project background;
 - description and illustration of the Site and its location;
 - a methodology of the works undertaken;
 - a description of the project's results;
 - an interpretation of the results in the appropriate context;
 - a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);

- a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base map;
 - a plan showing the location of the trial trenches;
 - detailed plans of areas in which archaeological features are recognised along with adequate Ordnance Datum (OD) spot height information. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the Site, the trial trenches and features/deposits in relation to north;
 - section drawings of deposits and features, with OD heights, at scales appropriate to the stratigraphic detail will be shown and will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile areas may not be illustrated unless they can provide information on the development of the site stratigraphy or show paleoenvironmental deposits that have influenced the site stratigraphy;
 - photographs showing the general site layout and exposed significant features and deposits that are referred to in the text;
 - a consideration of the evidence within its wider context;
 - a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
 - specialist assessment or analysis reports where undertaken; and
 - a copy of the OASIS form.
- 6.6. A draft copy of the report will be submitted to the Archaeology Officer at Berkshire Archaeology for comment prior to its formal submission to the Local Planning Authority.
- 6.7. The Sub-contractor will complete an online OASIS (Online AccesS to the Index of archaeological investigationS) form in respect of the archaeological work. This will include a digital version of the report which will be deposited with the Archaeology Data Service (ADS) for public accessibility.
- 6.8. As a minimum the Sub-contractor will provide a summary of findings to the local journal.

Archive preparation and deposition

General

- 6.9. The complete Site archive, which will include paper records, photographic records, graphics, artefacts, ecofacts and digital data, will be prepared in line with the format acceptable to the local museum and in general following nationally recommended guidelines (SMA 1995; ClfA 2014, updated 2020b; Brown 2011; ADS 2013).
- 6.10. All archive elements will be marked with the Site number, and a full index will be prepared.
- 6.11. The Site archive will be prepared for long-term storage in accordance with Guidelines for the preparation of excavation archives for long term storage (Walker 1990) and Standards in the museum care of archaeological collections (Museums and Galleries Commission 1994). It is proposed in principle that, subject to the wishes of the landowner, the entire archive, including the finds, will be deposited in a suitable museum in Berkshire when available. Provision has been made for the cost of long-term storage in the post-fieldwork costs which will include any box fees requested by the recipient museum.

Discard policy

- 6.12. It is proposed that guidelines set out in *Selection, Retention and Dispersal* (Society of Museum Archaeologists 1993), which allows for the discard of selected artefact and ecofact categories which are not considered to warrant any future analysis. Any discard of artefacts will be fully documented in the project archive.
- 6.13. The discard of environmental remains and samples will follow nationally recommended guidelines (SMA 1993; 1995; Historic England 2011).

7. QUALITY ASSURANCE ARRANGEMENTS

Quality and Code of Practice

- 7.1. Both the Consultant and Sub-contractor are archaeological organisations registered with the Chartered Institute for Archaeologists, and both fully endorse the *Code of Practice* and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* of ClfA.

Project Management arrangements, specialists and specialist sub-contractors

- 7.2. All core staff will be employed in line with The Chartered Institute for Archaeologists Codes of Practice and be appropriately qualified.
- 7.3. The fieldwork will be directed and supervised by an experienced archaeologist who will always attend the Site for the duration of the archaeological fieldwork (TBC). Overall responsibility for the conduct and management of the project will be held by Sue Farr BA, MClfA, of Armour Heritage (the Consultant).
- 7.4. All finds will be examined by specialists drawn from the following pool of the Sub-contractor's employees and external specialists:

Type	Name
Pottery Specialist	Dr. Jane Timby, Mr. Paul Blinkhorn, or Dr. Richard Tabor (TVAS)
Struck Flint Specialist	Dr. Steve Ford (TVAS)
Stone Specialist	Dr. David Williams (Southampton University)
Metalwork Specialist	Mr Steve Crabb (University of Oxford) or Dr. Robin Taylor (consultant)
Carbonised Plant Remains	Professor Mark Robinson (University of Oxford) or Rossy McKenna
Mollusc Remains	Professor Mark Robinson, (University of Oxford)
Faunal Remains	Ms Sheila Hamilton-Dyer, Dr Matilda Holmes (consultants), Ms Lizzi Lewins (TVAS)
Human Remains	Dr Ceri Falys (TVAS)
Soil Micromorphology	Ms Sarah Elliot (Quest, Reading University)
Radiocarbon dating	Queens University, Belfast
Archaeomagnetic dating	Bradford University
Conservation	Wiltshire Council Conservation

- 7.5. Further specialists may be required depending on the artefacts/ materials identified.
- 7.6. All the above are published specialists in their field, and full members of the ClfA or equivalent professional bodies.

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