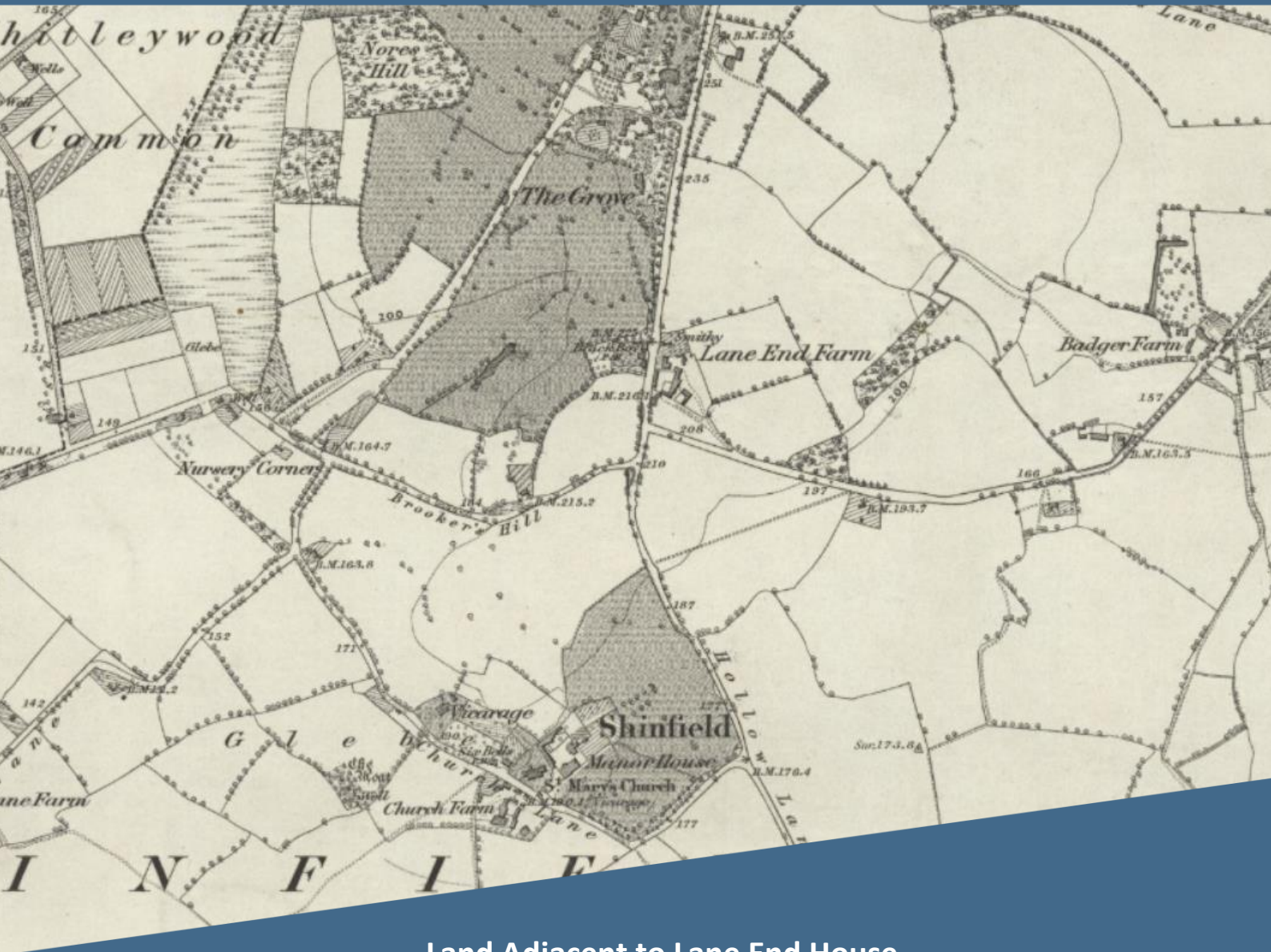


Written Scheme of Investigation for
Archaeological Field Evaluation



Land Adjacent to Lane End House
Shinfield Road
Shinfield
Reading
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On behalf of

Westway Construction

November 2024

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1 Introduction

Border Archaeology (BA) has been instructed by Westway Construction to carry out a programme of Archaeological Field Evaluation (AFE) in connection with the erection of six dwellings with associated landscaping and access on Land Adjacent to Lane End House, Shinfield Road, Shinfield, Reading RG2 9BB (NGR: SU 73029 68702 – approx. centre; *fig.1*), henceforth known as the Site.

In accordance with the *National Planning Policy Framework* (NPPF; Ministry of Housing, Communities and Local Government 2023), planning permission for the proposed works has been granted by Wokingham Borough Council (Planning Ref.: 222304) subject to Condition 3 of the Planning Decision, as outlined below:

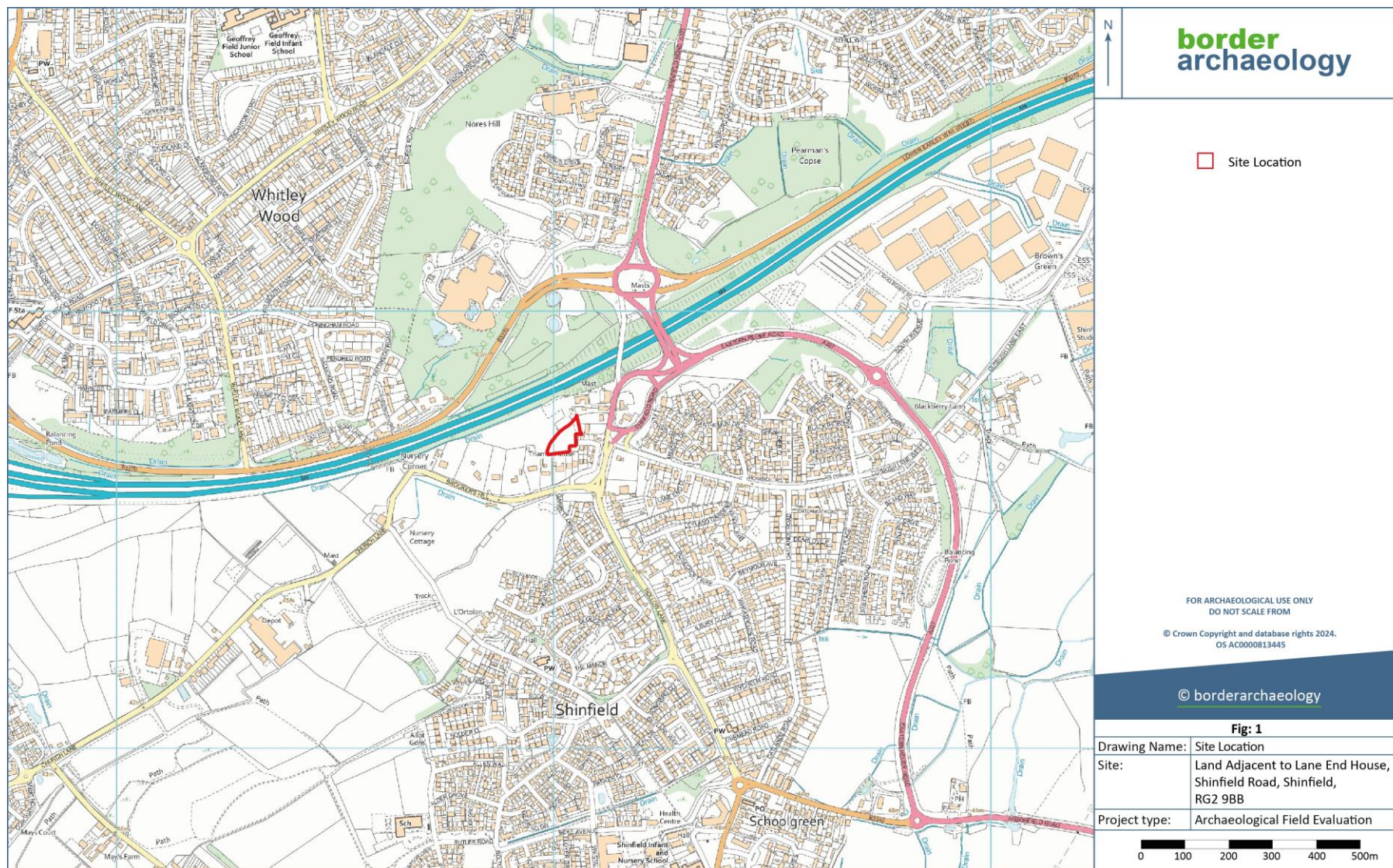
3. *Prior to commencement of the development hereby permitted and any demolition works commencing on site, a Written Scheme of Archaeological Investigation, which shall include a programme of archaeological work, shall have been submitted to and approved in writing by the Local Planning Authority. No development/demolition works shall take place other than in accordance with the approved Written Scheme of Archaeological Investigation.*

This Written Scheme of Investigation (WSI) has been prepared by Rachel English MA MSc ACIfA, with reference to the Chartered Institute for Archaeologists' (CIfA) *Standard for archaeological field evaluation* (2023a) and *Universal guidance for archaeological field evaluation* (2023b), and Berkshire Archaeology's *General Standards for Historic Environment Projects* (2021); it is for submission to Fiona Macdonald MA (Oxon) MCIfA, Principal Archaeologist for Berkshire Archaeology.

Any additional phases of archaeological mitigation that may be required (such as archaeological excavation or monitoring) will be carried out under additional Project Designs that will form addenda to this WSI. The nature and scope of any further possible phases of mitigation will be determined by the Principal Archaeologist following consideration of the results of this programme of AFE.

2 Site Description

The Site comprises an irregular triangular-shaped plot of land accessed from an adjoining single access lane to the E, off Brookers Hill, via Shinfield Road and Hollow Lane (A327). The Site is located within the northern edge of Shinfield parish, Reading in the county of Berkshire. It lies c.4km from the centre of Reading, situated c.125m S of the M4 motorway.



The Site lies at a height of between 66m (W) and 67m (E) above Ordnance Datum (aOD) and encompasses an area of c.3326 sqm, demarked by hedgerows and a mixture of young and mature trees on the NE, N, W and S sides. Residential dwellings fronting onto Shinfield Road bound the Site to the E, NE and N, while those fronting on to Brookers Hill form the southern boundary; undeveloped fields lie to the W, separating the Site from the M4. The River Lodden runs over c.1.5km to the SE of the Site.

The Site does not lie within a Conservation Area or an Area of High Archaeological Potential; however, it is located within a landscape rich in archaeological remains, with over 100 features recorded in the Berkshire Archaeology Historic Environment Record (HER) within a 1 km radius of the Site; these include early prehistoric flint tools, late prehistoric/ Romano-British settlement features, medieval moated sites and Tudor structures. The Berkshire Historic Landscape Characterisation identifies the Site as belonging to farmland (HRM3530).

2.1 Soils & Geology

The British Geological Survey (BGS) identifies the underlying geology of the Site as comprising clay, silt and sand of the London Clay Formation, a sedimentary bedrock that formed approximately 47.8 to 56 million years ago during the Palaeogene period. No superficial deposits are recorded for the Site or within 100m thereof, with the nearest – comprising sand and gravel River Terrace Deposits (5) formed during the Quaternary Period between 2.588 million years ago and the present – recorded c.130m to the NW in the vicinity of Lane End Farm House on Shinfield Road (BGS 2024).

While no historic borehole data is recorded for the Site itself, a 1992 trial pit record (TP155) from approximately 70m to the N, on the S side of the M4 as part of the M4 widening of Junctions 8(9) to 12 R.W.S (BGS Reference: SU76NW106) recorded made ground to a depth of 0.5m below ground level (bgl) (63.98m AOD), overlying a deposit described as a ‘firm to stiff fissured brown mottled grey very silty clay’, weathered London Clay, to a depth of 1.30m bgl which became friable and extremely fissured with pockets of orange brown silty sand at c.1.50m bgl, with further fissuring recorded within the weathered London Clay, described as above, continuing to the depth of the pit at 4m bgl (60.48m AOD) (BGS 2024).

3 Brief Historical & Archaeological Background

In order to understand the full archaeological and historical context of the area, the Berkshire Historic Environment Record (HER) was consulted for information on the known cultural heritage features within a 1km study area around the Site (see Appendix 1 for gazetteers and maps). The following summarises the information contained therein.

3.1 Prehistoric & Romano-British

The earliest activity recorded within the designated study area was identified during an archaeological evaluation on land to the N of Cutbush Lane, c.590m to the E of Site (HER No.: ERM1820; **E22** – *fig. 3*; NGR: SU 7364 6876). This comprised a possible Bronze Age cremation burial that was left unexcavated and was thought to represent an isolated find spot (HER Nos.: MRM17680). This evaluation also revealed evidence for Iron Age and Romano-British features (HER No.: MRM17681; **#6** – *fig. 4*), with subsequent excavation works revealing a small number of pits and ditches (HER No.: ERM2269; **E26** – *fig. 3*; MRM18488; **#3** – *fig. 4*); these produced sherds of Middle Iron Age pottery, along with worked flint, ironworking residues, clay loom weights, and animal bone. Early Romano-British material and medieval pottery sherds were also recovered (Cotswold Archaeology 2015; Cotswold Archaeology 2016).

An archaeological evaluation carried out at Shinfield Glebe, c.560m to the SW of Site, revealed a possible field boundary containing two sherds of abraded Romano-British pottery, along with a cremation burial (HER Nos.: ERM1057; **E18** – *fig. 3*; MRM16340 & MRM16341; NGR: SU 72601 68289); the cremated remains were of a possible male adult, however, the lack of any associated grave goods meant that these were undated and further investigations (HER No.: ERM1196) did not locate any additional burials (TVAS 2009; TVAS 2010). A possible Romano-British ditch was also revealed during an archaeological evaluation at Shinfield Field R1b, just over 1km to the SE of Site (HER Nos.: EWK96; **E6** – *fig. 3*; MWK15611; **#8** – *fig. 4*; Oxford Archaeological Unit (OAU) 1999).

In addition, numerous finds dating to the prehistoric or Romano-British period have been recovered from the designated study area. These include: worked flint (HER Nos.: MRM16483, MRM18497 & MWK15237; **#1, #2 & #5** – *fig. 4*); and pottery sherds (HER No.: MRM18565, MRM16484 & MWK8584; **#4, #7 & #9** – *fig. 4*).

3.2 Medieval

Shinfield village (HER No.: MWK1108; **#22** – *fig. 4*) is believed to have Anglo-Saxon origins, with its place-name meaning ‘Open land of *Sciene’s people’ in Old English (The University of Nottingham 2024), although popular local etymology suggests that the name is a derivative of “Shining Fields”, a reference to the land in the E of the parish, which slopes down towards the flood plain of the River Loddon and floods regularly, giving it a shiny appearance (Shinfield Parish Council 2024). The earliest documentary evidence indicates that the land was held by one Sexi of Clatford prior to the Norman conquest; however, it was subsequently granted to William Fitzosborn who, in 1069, initiated the building of the Grade I listed St Mary’s Church (List Entry No.: 1118131; **B1** – *fig. 5*; NGR: SU 72973 68198), which is located c.480m to the S of the Site and is the oldest building surviving within the parish today.

The Domesday Survey of 1086 records Shinfield, written, as *Selingefelle* (HER No.: MWK1109; **#10** – *fig. 4*), as a small settlement in the hundred of Charlton. This was in the ownership of King William I and had a recorded population of 15 households, comprising eight villagers, five smallholders and two slaves; its resources included six ploughlands, which were worked by one lord’s and seven men’s plough teams, 16 acres of meadow, woodland for 90 swine, one mill worth five shillings, and five fisheries. (Gelling 1973; Powell-Smith 2024). At this time,

Selingefelle was a royal demesne with an important manor, and by 1166 this had been granted to the Earl of Warwick, being held by his tenants the St. Johns until the mid-16th century.

The moated manor house of Shinfield (HER No.: MWK2616; **#24** – *fig. 4*; NGR: SU 73250 69200) was originally located c.510m to the NE of the Site. The moat (HER No.: MWK2615; **#19** – *fig. 4*) was partly infilled in 1702, and the manor was subsequently demolished in 1804 when Ducketts Farm was built. An archaeological evaluation in 1989 on the land immediately to the W of the moated site recorded a pebble horizon that was probably associated with its post-medieval phase, and this was situated beneath dumps of building material that likely originated from the demolition of the original manor house (HER Nos.: EWK11 & EWK89; **E1** & **E5** – *fig. 3*; OAU 1989). An archaeological watching brief undertaken nearby in September 2007 confirmed that the moat still survived under nearly 1m of made ground (HER Nos.: ERM947; **E7** – *fig. 3*; TVAS 2007).

Medieval earthworks located to the W of Shinfield Manor possibly represent the remains of a settlement or hamlet associated with the original property. Numerous stray finds have been recovered from this area and a geophysical survey carried out in 1994 identified a possible N-S aligned building and a possible walled garden (HER Nos.: EWK11, EWK12 & ERM947; **E1**, **E3** & **E7** – *fig. 3*; MWK2613; **#18** – *fig. 4*; Geophysical Surveys of Bradford 1994).

Numerous pits, post-holes, ditches, gullies and possible quarry pits provide evidence for industrial activity just over 400m to the S of the Site; these features produced eleven sherds of pottery, along with fragments of burnt clay, two fired clay objects, two fragments of slag, twelve fragments of ceramic floor tile and loom weights (HER Nos.: ERM931; **E15** – *fig. 3*; MRM16352; **#13** – *fig. 4*; NGR: SU 73104 68282; Foundations Archaeology 2005a). An archaeological watching brief undertaken c.150m to the SSW of Site revealed further evidence for medieval quarrying and settlement activity, including two substantial boundary ditches located on either side of a series of shallow possible clay extraction pits and narrow enclosure ditches; these features contained pottery sherds, tile, and brick fragments dating predominantly to between the 11th and 16th centuries (HER No.: ERM2596; **E29** – *fig. 3*; MRM18564; **#15** – *fig. 4*; NGR: SU 7297 6853; Museum of London Archaeology (MoLA 2021).

The remains of a possible farm dating from the 11th to early 12th century were also identified c.480m to the SW of the Site. The evidence included several ditches and gullies, which likely formed land divisions or paddocks for livestock, and a number of undated postholes that may have formed part of structures (HER Nos.: ERM1057; **E18** – *fig. 3*; MRM16342; **#12** – *fig. 4*; NGR: SU 72742 68267; TVAS 2009).

The aforementioned works on land to the N of Cutbush Lane also revealed evidence for ditches, gullies and a structure that possibly represented a medieval and later settlement, with indications of a more substantial post-medieval house in the immediate vicinity (HER No.: ERM1820 & ERM2269; **E26** – *fig. 3*; MRM17682; Cotswold Archaeology 2015; Cotswold Archaeology 2016). Evidence for E-W and NW-SE aligned ridge and furrow activity dating to the medieval/post-medieval period was also identified during an archaeological evaluation at Brookers Hill, c.280m to the S of the Site (HER Nos.: ERM2138; **E27** – *fig. 3*; MRM18293; **#21** – *fig. 4*; NGR: SU 7301 6840; Oxford Archaeology 2018).

Finally, numerous pottery sherds dating to the medieval period have also been recovered from the designated study area (HER Nos.: MRM16216, MRM16482 & 06275.00.000 - MWK15403 - MWK6821; **#11**, **#14** & **#16-#25** –

fig. 4), while the Grade II listed Church Farmhouse, located c.500m to the SSW of Site, has its origins in the 15th century (List Entry No.: 1118132; **B3** - *fig. 5*; NGR: SU 72935 68179).

3.3 Post-medieval & Modern

Post-medieval assets recorded within the designated study area include Church Lane (HER No.: MWK15640; **#31** – *fig. 4*; NGR: SU 72733 68361), which is marked on a 1678 map of the church and surrounding area (Foundations Archaeology 2004); an archaeological evaluation carried out along here in the late 1990s identified two late 18th-early 19th century boundary ditches, which were thought to be associated with the original manor house to the W, and several pits (HER Nos.: ERM794; **E4**– *fig. 3*; MWK7434; **#33** – *fig. 4*; OAU 1997; Foundations Archaeology 2004).

Approximately 410m to the SSE of Site, an archaeological evaluation and excavation on the former National Institute for Research in Dairying (NIRD) site revealed 17th century stone wall footings constructed of unworked flint, along with 19th century garden features; these are believed to relate to The Rectory building, which is clearly shown in this location on the Tithe Map of 1841 (HER Nos.: ERM931; **E15** – *fig. 3*; MRM16353 & MRM16363; **#26** & **#27** – *fig. 4*; NGR: SU 73104 68282; Foundations Archaeology 2005a).

Further building remains were also identified during archaeological works at Black Boy Junction, c.315m to the NNE of the Site (HER Nos.: EWK199 & ERM350; **E9** & **E11** – *fig. 3*; NGR: SU 73110 69042). The earliest phase was represented by a late 17th/early 18th century two-roomed brick cottage, which was increased in size in the mid-18th century, then again in the late 18th/early 19th century when it was converted into a Late Georgian/Regency house known as Shinfield Grove (HER No.: MWK15719; **#32** – *fig. 4*); this remained in private ownership until World War II when it was acquired by the Air Ministry, and it was subsequently demolished in c.1972 (Harding & Crockett 2003; Wessex Archaeology 2004).

An E-W aligned ditch containing a post-medieval land drain and the remains of a NW-SE orientated land/garden boundary wall were identified during an archaeological evaluation at the ARS Site on Shinfield Road, c.540m to the NE of the Site. The wall was contained within a shallow footing trench and comprised a single course of brick constructed upon cherry red, un-glazed ceramic tiles, which appeared to act as a levelling layer (HER Nos.: ERM652; **E14** – *fig. 3*; MRM15981; NGR: SU 73263 69228; Foundations Archaeology 2005b). In addition, another post-medieval ditch was revealed during the aforementioned archaeological evaluation at Shinfield Glebe (HER Nos.: ERM1057; **E18** – *fig. 3*; MRM16343; **#20** – *fig. 4*; TVAS 2009).

Finally, a modern stable building, located c.115m to the E of the Site, was subject to a photographic survey in 2015 as part of a redevelopment scheme at Lane End Farm, which dates from the 16th century (HER Nos.: ERM2330; **E25** – *fig. 3*; MRM18424; **#29** – *fig. 4*; NGR: SU 7317 6874; TVAS 2015), while pottery sherds (HER Nos.: MRM16367; **#28** – *fig. 4*) dating from the post-medieval period have also been recovered from the designated study area.

Grade II listed buildings dating to this period within the vicinity of the Site include:

- the 16th century Lane End Farmhouse, situated c.120m to the ENE (List Entry No.: 1136186; **B2** – *fig. 5*; NGR: SU 73157 68786);
- the late 17th century granary located in the garden of Church Farmhouse, located c.500m to the SSW of Site (List Entry No.: 1136103; **B3** – *fig. 5*; NGR: SU 72947 68175); and
- the mid-19th century Milton Sandford Restaurant, located c.420m to the SSW (HER No.: MWK15629; **#30** – *fig. 4*; List Entry No.: 1312966; **B5** – *fig. 5*; NGR: SU 72843 68293).

3.4 Undated

Several assets of unknown date are also recorded within the designated study area on the Berkshire HER, including:

- a possible gully and a possible ditch, which were revealed during an archaeological evaluation at Lane End House, c.30m to the ESE of the Site (HER Nos.: ERM2107; **E23** – *fig. 3*; MRM18281; **#37** – *fig. 4*; NGR: SU 7308 6868; Archaeology South-East 2015);
- pits and linear drainage/boundary features found during an archaeological evaluation at The Manor, c.260m to the SSW of the Site (HER Nos.: ERM1175; **E21** – *fig. 3*; MRM16481; **#36** – *fig. 4*; NGR: SU 7291 6843; Oxford Archaeology 2010);
- a ditch and two postholes identified during another archaeological evaluation at The Manor, c.280m to the S of Site (HER Nos.: ERM2138; **E27** – *fig. 3*; MRM18294; **#38** – *fig. 4*; NGR: SU 7301 6840; Oxford Archaeology 2018);
- nineteen small pits/post-holes revealed at the former NIRD Site, just over 400m to the SSE of the Site (HER Nos.: ERM931; **E15** – *fig. 3*; MRM16366; **#35** – *fig. 4*; NGR: SU 73104 68282; Foundations Archaeology 2005a);
- post-holes, gullies and ditches identified during the archaeological evaluation carried out at Shinfield Glebe, c.560m to the SW of the Site (HER Nos.: ERM1057; **E18** – *fig. 3*; MRM16344; **#34** – *fig. 4*; NGR: SU 72601 68289; TVAS 2009);
- a number of possible anomalies of archaeological interest identified during a gradiometer survey along the line of the proposed Shinfield Bypass (HER No.: ERM916; **E17** – *fig. 3*; NGR: SU 73073 68316; Northamptonshire Archaeology 2008); and
- sherds of pottery (HER Nos.: MWK15409; **#39** – *fig. 4*).

3.5 Cartographic Evidence

The earliest available map of the area is Christopher Saxton's 1574 map of Berkshire, Oxfordshire, and Buckinghamshire, which depicts Shinfield (written as *Shinfelde*) to the S of Reading (*Redinge*), with the River Loddon flowing in an NNE-SSW direction to the E. Unfortunately, this map is not detailed enough to locate the Site itself and no discernible features are visible.

A clearer depiction of the area is given on a map titled 'Reading 19', dating to 1809. This shows the Site as part of a large NE-SW orientated tract of land comprising at least eight fields of varying shapes and sizes. These are surrounded by a network of roads, including the present-day Whitley Wood Lane (B3270), Old Shinfield Road, Shinfield Road and what appears to be Brookers Hill, although the alignment for this is slightly off. A number of dwellings border the tract of land in the general location of the Black Boy Roundabout to the NE, The Shinfield Arms to the E, and the area opposite Shinfield Cricket Club to the S; the settlement of Shinfield Green is also depicted to the NE, with Whitley Wood Common to the NW. The Site itself appears to border two of the fields within this tract of land, with the boundary between the two running in a c.NW-SE direction across the centre of the Site.

By the time of the Shinfield Parish Tithe map, approximately 30 years later, the fields within the large tract of land had been further sub-divided into 14 plots and none of the former field boundaries appear to have been kept. The Site is now depicted as comprising part of Plot 85, a tract of arable land known as Lee Croft that was roughly triangular in plan, mirroring the shape of the present-day Site but on a larger scale; this was bounded by what would become Brookers Hill to the S and Shinfield Road to the E, with a track called 'Blind Lane' arcing around the perimeter of the Site to the W and N. The number of properties bordering the large tract of land appears to have stayed the same, with one farm, four cottages/dwellings and a Public House known as The Black Boy listed on the Tithe Apportionments of 1838; four of these properties, along with 11 of the 14 fields were under the ownerships of a Reverend George Hulme, while the remaining three fields, including Plot 85, were under the ownership of one Alexander Cobham, with two transcripts listing the occupiers as an Ann Pither and a G.D. Lucas.

The 1st Edition 25-inch Ordnance Survey (OS) map of 1873 shows the former Plot 85 much as it was in the Shinfield Parish Tithe map, although 'Blind Lane' no longer seems to exist and a small body of water is depicted along the eastern field boundary. The main difference seems to be the removal of most of the field boundaries in the surrounding fields, with nine of these now forming one large area of what appears to be park land associated with the farm to the NE. This has also been expanded over the preceding years and is now labelled 'The Grove', with the former structures and two of the cottages/dwellings seemingly having been demolished to make way for larger buildings surrounded by landscaped and formal gardens. Brookers Hill and the Black Boy Public House are also labelled for the first time.

The only changes on the 2nd Edition 25-inch OS map of 1899 is the reintroduction of several field boundaries in the possible park land area, which created five separate parcels of land; however, the OS Edition of 1911 depicts the later removal of two of these to create three. There has also been extensive development within the former Plot 85 by this time. This is now labelled as Lane End House and at least nine other structures, presumably outbuildings, are depicted, three of which seems to be located within the Site itself; these structures are all connected by a series of trackways and paths.

The OS Revision of 1936 appears to show the Site much as it exists today, although one of the aforementioned structures is still depicted towards the NE corner at this time. While Lane End House is still present, parts of the land to its N and SW now appears to contain separate properties and further development it shown all along Brookers Hill. One of the field boundaries in the parkland area has again been partially removed, creating two

parcels of land, and Shinfield Road is labelled for the first time. In the wider vicinity, there has been extensive development, especially around Whitley Wood and Shinfield Green.

While little change is shown to the Site or its immediate environs on the 1:10,560 map of 1961 beyond 'The Grove' now being called 'Shinfield Grove', there has been significant expansion and development in the surrounding landscape by this time.

4 Aims & Objectives

The evaluation will seek to:

- ascertain the extent, depth below ground surface, depth of deposit, character, date, significance, and condition of any archaeological remains on Site;
- establish the extent to which previous development and/or other processes have affected archaeological deposits at the Site;
- establish the likely impact on archaeological deposits of the proposed development;
- inform a further programme of mitigation, should such be required.

The results, where possible, will be integrated into the wider historic and archaeological context of the landscape and address, where applicable, the research aims set out in the *Solent-Thames Research Framework for the Historic Environment: Resource Assessments and Research Agendas* (STRF; Hey & Hind 2014).

5 Methodology

All archaeological Site works will be undertaken in accordance with BA's *Archaeological Field Recording Manual* (2023) and *General Standards for Historic Environment Projects* (Berkshire Archaeology 2021), together with accepted professional standards, including *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015), *Standard for archaeological field evaluation* (ClfA 2023a), *Universal guidance for archaeological field evaluation* (ClfA 2023b), and *guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a). BA abides by the requirements of the ClfA Code of conduct (2022).

ClfA (2023a) defines AFE as:

.... a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water.

If such archaeological remains are present field evaluation defines their character, extent, quality, and preservation, and enables an assessment of their significance in a local, regional, national or international context as appropriate.

5.1 Site Specific

The development area contains a number of existing young, early mature, semi-mature and mature trees, of mixed deciduous, evergreen and coniferous species, edging and within the development site boundaries. The proposed development will retain and protect the majority of existing trees to the Site boundaries during the development works (Nova Development Ltd, 2021) though the removal of 3 no. trees within the Site is planned to accommodate the proposed development scheme (*ibid.*). The removal of these trees may not, however, occur in advance of the programme of AFE.

A total of four evaluation trenches – two measuring c.1.8m × 30m (TR001 and TR002) and two measuring c.1.8m × 15m (TR003 and TR004) representing c.4.8% of the available development area (c. 3326m²) – will be set out across the Site to provide a comprehensive assessment of its archaeological and palaeoenvironmental potential (*fig. 2*); this will take into account the spatial constraints of the Site, particularly in relation to the group of existing trees in the SW corner and three Scots Pines set c.8m-10m within the internal area, along the W boundary c.40m N from the SW corner (*ibid.*).

While minor variations to the trench layout may be made where unexpected constraints (e.g., active services) are encountered, any substantive changes will be agreed with the Principal Archaeologist before being implemented.

The trenches will be opened by a mechanical excavator equipped with a 1.8m wide toothless bucket operating under archaeological supervision. Undifferentiated topsoil and subsoil deposits will be removed in level spits, care being taken not to machine away seemingly homogenous layers that may include the upper parts of archaeological features; potentially significant deposits will not be removed by machine before their character is reasonably understood.

Topsoil, subsoil, and archaeological deposits will be kept separate during excavation to allow for the sequential backfilling of trenches, which will not be carried out without the prior agreement of the Principal Archaeologist unless necessitated by health and safety concerns.

Machine-use will cease when a clear archaeological or geological horizon has been reached. All features of archaeological potential will be identified, cleaned-off by hand, planned at a suitable scale, accurately located, and examined in accordance with established criteria for the investigation of archaeological remains.



A sufficient sample of every archaeological and suspected archaeological feature or deposit will be excavated, including:

- 1m long sections excavated through linear features, with termini and relationships excavated as a matter of course;
- half-sectioning of discrete features, with 50-100% excavated depending upon date and quantity of material culture present;

Individual complex features, such as kilns or burials, will be cleaned and recorded but, where possible, left *in-situ* (with specific protection against disturbance during backfilling if necessary).

It is also anticipated that some naturally occurring layers and features, such as peat, alluvium, geoarchaeological deposits and palaeochannels, will be investigated, particularly when the deposits contain well-preserved biological remains and/or were laid down during periods of archaeological interest.

A metal detector will be used throughout the programme of works to scan exposed features/deposits and spoil heaps. No unauthorised metal detecting will be permitted anywhere within the Site and all such activity will be carried out in accordance with BA's *Metal Detecting Policy* (2018) incorporating Historic England and Portable Antiquities Scheme guidance.

All BA staff are suitably qualified and experienced to discharge their project roles effectively, are fully cognisant of aims and methodologies and are suitably equipped to undertake the work.

5.2 Recording

The following reference numbers have been assigned to this fieldwork project:

- Site code: LEH24
- OASIS ID: borderar1-529269;
- Museum Accession No.: TBC.

Full written, graphic, and photographic records will be made in accordance with BA's *Archaeological Field Recording Manual* (2023) and with accepted professional standards including *Standard for archaeological field evaluation* (ClfA 2023a) and *Universal guidance for archaeological field evaluation* (ClfA 2023b).

Records will include:

- A *pro-forma* trench record for each trench excavated;
 - A *pro-forma* context record for each stratigraphic unit examined;
 - A full graphic record of all excavated areas, with the primary record consisting, where practicable and strictly within established safety parameters, of hand-drawn plans and sections (produced on gridded,
-

archive-stable polyester film), to show the extent of the area, the extent of all stratigraphic units and appropriate detail within stratigraphic units at scales of 1:50, 1:20 and 1:10, or as appropriate depending on the complexity to be recorded. All levels will relate to Ordnance Datum. Drawings will be numbered and listed in a drawing register cross-referenced to the written record;

- Temporary Benchmarks (TBMs), which will be established as required;
- Survey using a Total Station (TS) and/or survey grade Global Positioning System (GPS) where appropriate;
- A detailed photographic record of all stratigraphic units and representative photographs showing the progress of archaeological work. The record will be made using a high-resolution digital camera (20 MPX) and comprise photographs of archaeological features and appropriate groups of features and structures. The initial photograph of each recorded feature will include a board showing context information, N arrows and scales. All photographic records will be indexed and cross-referenced to written Site records. Details concerning subject and direction of view will be maintained in a photographic register, indexed by frame number.

The progress of the works will be recorded and assessed using the Company's ISO 9001 procedures.

5.3 Recovery, Processing & Curation of Artefactual Data

Finds are herein defined as...

...all artefacts, building materials, industrial residues, environmental material, biological remains (including human remains) and decay products (ClfA 2020a, 3).

In accordance with *ClfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020a) and *First Aid for Finds* (Watkinson & Neal 2001), all such materials will be labelled with the Site Code and context number before being removed off-site; they will be stored in accordance with *First Aid for Finds* (*ibid.*) and with Historic England technical standards and other relevant sources of information, including standards for data-gathering set out by Brown (2011a, 18-20). Each retained assemblage will be examined according to typological or chronological criteria and conservation needs identified, with all ceramics referenced to the county type fabric series.

Kate Smith MA ACIfA, Post-Excavation Manager: Performance Delivery, will contact the nominated museum for any specific guidance requirements in respect of the collection and subsequent archiving of finds. Decisions regarding selection and retention of archaeological materials are generally made at the pre-analysis stage and informed by principles set out by Brown (2011a, 23), which in essence specify that the process should be sufficient...

...to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

BA refers additionally to *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists 1993) and the *ClfA Toolkit for Selecting Archaeological Archives* (2019).

5.3.1 Conservation requirements

Janice McLeish MA (Hons.) ACIfA, Director: Post Excavation Services, will supervise on-site conservation for the lifting and treatment of fragile objects.

Post-excavation conservation work, including cleaning sensitive finds, will be carried out by BA's conservator and/or York Archaeological Trust (YAT).

Finds will be appropriately packaged and stored under the direction of BA's on-site conservation specialist *only* where significant preserved organic artefactual material is discovered. X-ray photographs of archaeological metalwork will be produced off-site by YAT.

5.3.2 Treasure

All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place, and reported to Westway Construction, the Principal Archaeologist, the Finds Liaison Officer (FLO) and Coroner. If the finds cannot be removed from Site the same day as discovery, provision against theft will be taken. A Treasure Receipt will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. The Treasure Receipt and Report will 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.

5.4 Recovery & Assessment of Palaeoenvironmental/Palaeoeconomic Data

Samples for palaeoenvironmental/palaeoeconomic purposes will be collected, where appropriate and practicable, according to guidance set out in Section 7 of *General Standards for Historic Environment Projects* (Berkshire Archaeology 2021) and by Historic England in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd Edition; Campbell *et al.* 2011), with any additional advice on sampling strategies, if required in the event that significant environmental or industrial deposits are encountered, available from the Historic England Regional Science Advisor.

Samples of at least 40ℓ will be taken wherever possible and practicable using numbered sample buckets of 10ℓ capacity.

Processing will be undertaken by BA at its Palaeoenvironmental Processing Facility under the supervision and direction of Amy Bunce BSc MA MCIIfA, Director: UK Operations & Palaeoenvironmental Sciences. This assists on-site guidance for sampling purposes and the ability to 'rush' samples to quickly determine their

archaeoenvironmental potential whilst still under excavation; this will inform whether additional samples are taken.

Wherever practicable, at least 40% or 100% of each sample (both dry and waterlogged) will be processed by flotation using Siraf-style tanks with a 500µm retent mesh and 250µm flot sieve as standard, with smaller retent meshes to 250µm considered where carbonised material is less likely to float. Heavily waterlogged samples will be considered for analysis without prior processing by flotation.

Retents will be initially scanned by magnet to retrieve archaeometallurgical debris such as flake and/or spheroidal hammer scale. A sieve bank will be used to facilitate visual sorting with the smaller fractions sorted by means of magnifying lamp and/or illuminated stereo zoom microscopy. Non-archaeological, -archaeobotanical, -archaeosteological and -archaeometallurgical material will be disposed of on site. Retents that are particularly rich in carbonised material may be re-floated once dry to assist the separation of archaeobotanical material.

Flots will be sorted using an illuminated stereo zoom microscope, which will have a trinocular head for digital microscopic photography where necessary. Charcoal will only be subjected to species identification where the contextual information suggests it would be advantageous in addressing aims set out in the *STRF* or in terms of national research strategies. Archaeological, archaeobotanical, archaeosteological and archaeometallurgical material from flot and retent will be retained as part of the Site assemblage.

Sorting and identification of macro-botanical remains will use an in-house reference collection of botanical material, in conjunction with the consultation of academic, specialist reference books.

5.4.1 Other environmental sampling

Other environmental sampling, e.g., coring and monoliths for pollen, foraminifera, testate amoeba, diatoms etc., will be undertaken under the guidance of the specialist carrying out the further analysis.

Residue analysis on materials such as ceramics will be advised by the finds department.

Potential further investigation of environmental material, e.g., isotope analysis on bone or teeth, will be dependent upon discovery and will only be considered following discussion with the Principal Archaeologist and the Historic England Regional Science Adviser as part of the post-excavation analysis stage.

5.4.2 Sampling for scientific purposes

A range of scientific dating methods may be employed, as appropriate. In addition to techniques such as ¹⁴C and dendrochronology, dating methods applied to inorganic materials exposed to firing or burning may be used, e.g., thermo-luminescence for ceramics, flint artefacts and hearth stones, and archaeomagnetic dating for fired structural remains, such as furnaces and kilns and possibly domestic hearths and ovens.

As luminescence and archaeomagnetic dating will require a specialist Site visit, this will be arranged by BA at the earliest possible opportunity when suitable features are encountered. Provision for other types of scientific analysis will be discussed with the Principal Archaeologist and the Historic England Regional Science Advisor, should unexpected remains be encountered.

5.4.3 Waterlogged wood

Waterlogged wood will be treated in accordance with *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (Brunning & Watson 2010) and left *in-situ* where this is practical and its long-term preservation is achievable.

5.4.4 Faunal Remains

Animal bone will be collected and assessed in accordance with *Animal Bones and Archaeology: Guidelines for Best Practice* (Historic England 2014) and *Animal Bones and Archaeology: Recovery to archive* (Baker and Worley 2019).

5.4.5 Building materials

Samples of construction materials including masonry, brick, roof tile, floor tile, wall-tile and hypocaust elements will be recovered for assessment of their potential to assist in the analysis of building palaeo-technology.

5.4.6 Geoarchaeology

Buried soils and sediment sequences considered to reflect the pedology of the Site will be analysed for information on Site formation processes. Highly significant, well-preserved remains, when encountered, will be investigated in a considered manner in order to assess the archaeological stratigraphy. Geoarchaeological works will in general aim to understand how deposits were initially laid down and subsequently modified through time (Canti & Corcoran 2015).

5.5 Human Remains

Should human remains be discovered, BA will inform the Principal Archaeologist and Westway Construction, the remains being covered, protected, and left *in-situ* in the first instance, although graves will be scanned by metal detector to assess whether any grave objects are likely to be present.

BA is cognisant of the deliberations by the Ministry of Justice (MoJ) in 2011 in respect of Section 25 of the Burial Act 1857 (Amended 2018) and any arrangements regarding the discovery of human remains will be at the discretion of HM Coroner, whose instructions/permission will be sought.

Any recording of such remains will be in accordance with *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017) using BA's *pro-forma* Skeleton Recording Sheet and Coffin Recording Sheet.

Should removal of remains be required, this would be carried out under the supervision of an osteology specialist (see Appendix 2), subject to the appropriate MoJ licence, environmental health regulations and coroner information, with adequate security provided. Assessment and analysis, where required, will be undertaken by the osteology specialist and will include a statement for the final deposition of the assemblage, together with options for reburial.

Human bone assemblages are treated at all times with due reverence and in accordance with the following guidelines:

- *Excavation and post-excavation treatment of cremated and inhumed human remains* (McKinley & Roberts 1993);
- *Guidelines to the Standards for Recording Human Remains* (Brickley & McKinley 2004);
- *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports* (Mays et al. 2004);
- *Science and the Dead: A guideline for the destructive sampling of archaeological human remains for scientific analysis* (APABE; Mays et al. 2013);
- *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2nd Edition; APABE; Mays 2017);
- *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017);
- *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Mays et al. 2018);
- *Burial Law and Policy in the 21st Century: The way forward* (MoJ 2007);
- *Statement on the exhumation of human remains for archaeological purposes* (MoJ 2011).

Where analysis of remains is undertaken, arrangements will be made for re-interment in full consultation with all relevant parties.

Where appropriate, the results of any osteological analysis may be submitted to Historic England for inclusion on the database of human skeletal remains.

5.6 Public Engagement

Elements of public engagement, benefit and dissemination will be dependent on whether significant archaeological remains are found. Where remains of substantial interest are identified, there may be a need to formulate a project design which includes further engagement, publicity, and publication. This would be agreed with BA, Westway Construction, and the Principal Archaeologist.

6 Archive Review & Post-Excavation Assessment

An Archive Review will be completed by the Site Manager upon completion of Site works comprising an audit of all archaeological materials recovered. Dependent upon the fieldwork results, assessment of the nature, date, and

significance of the stratigraphic, artefactual and palaeoenvironmental evidence may be undertaken by BA's nominated specialists, as detailed in Appendix 2 of this document. This will be consistent with *Standard for archaeological field evaluation* (ClfA 2023a) and *Universal guidance for archaeological field evaluation* (ClfA 2023b). Results will be placed in a local and regional context and address, where possible, specific research themes and priorities identified in the *STRF* (Hey & Hind 2014).

Where it has been agreed in consultation with the Principal Archaeologist, materials identified at assessment as appropriate for further analysis will be processed by the relevant specialists and the resultant research archive will be checked and ordered according to *MoRPHE* criteria (Historic England 2015). Any such additional analysis will be undertaken as part of an Updated Project Design (UPD) to inform eventual publication.

7 Archive Preparation

All records created during fieldwork will be checked for consistency and accuracy and will form part of the Site archive. The archive will contain all data collected and other specialist materials and will be ordered, indexed, adequately documented, internally consistent, secure, quantified, conforming to standards required by the archive repository, and signposted appropriately to ensure future use in research, as detailed in *MoRPHE* (Historic England 2015).

The archive will be assembled in accordance with guidelines set out by the nominated museum. It will accord with guidelines published in *MoRPHE* (Historic England 2015) and *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b), *Guidelines for the preparation of excavation archives for long-term storage* (Walker 1990), *Standards in the museum care of archaeological collections* (Paine 1992), *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011a), *Safeguarding Archaeological Information: Procedures for minimizing risk to undeposited archaeological archives* (Brown 2011b) and *Toolkit for Selecting Archaeological Archives* (ClfA 2019).

BA undertakes that the following issues will be addressed and concluded to the satisfaction of the Principal Archaeologist within a reasonably defined timescale:

- The written, drawn, and photographic records will be of sufficient quality to facilitate publication in an appropriate specialist journal;
- Data concerning complete identifiable and itemised objects will be transferred to specified object record sheets.

A Museum Accession Number will be requested by Kate Smith MA ACIfA and processed assemblages will be boxed according to the guidelines of the nominated museum. A register of contents will be compiled prior to deposition of the Project Archive.

The project archive will be presented to the nominated museum following completion of the reporting process, subject to the agreement of the Site owner with regards to any finds and availability of the appointed specialists. Digital archiving will be via the Archaeology Data Service.

The archive will conform to museum specifications as set out in the guidelines of the nominated museum. The client will be consulted, where applicable, for permission for the transfer of title to any artefacts discovered to the Museums Service or other appropriate repository. An OASIS (Online Access to the Index of Archaeological Investigations) data-capture form will be completed upon deposition of the final archive.

8 The Report

The specific requirements of the report will necessarily vary according to the scope of works, the nature of the results or other factors (ClfA 2020a, 13). However, the following sections and illustrative components will be included:

- Site Code, Museum accession number (where applicable) and unique OASIS ID number;
- Non-technical Summary;
- Introduction (including the Site name and grid reference, project type and the date and duration of fieldwork);
- Site Background (including area of Site);
- Aims & Objectives;
- Methodology;
- The nature, location, extent, date, significance, and quality of any archaeological and environmental material uncovered;
- Conclusions (considering, where appropriate, the results of archaeological projects undertaken in the wider area);
- Appendices providing detailed context records;
- Appropriate illustrative material on up-to-date OS mapping, (including maps, plans, sections, drawings, heights aOD and photographs).

Should significant archaeological remains be identified, the Report will also include:

- Detailed descriptions and plans (at appropriate scales) of trenches providing significant archaeological information;
- Finds quantification and assessment;
- Environmental archaeology assessment;
- A summary of the extent, depth and state of preservation of archaeological deposits across the Site.

A digital copy of the Report in PDF/A format, along with GIS files showing trench and feature locations, will be sent to the Principal Archaeologist for approval, whereupon one copy will be formally submitted to the Berkshire HER. Once the final report has been accepted by the County Archaeological Service, a digital PDF/A copy will be

deposited with OASIS (<http://www.oasis.ac.uk/>). One copy of the report will additionally be supplied to the local planning authority if required.

Dependent upon discovery and where applicable, a summary report (including illustrations, where appropriate) will be submitted to the editors of *Berkshire Archaeological Journal* and any relevant period journals, such as *Medieval Archaeology* or *Proceedings of the Prehistoric Society*, for wider dissemination.

9 Staff & Timescales

Amy Bunce BSc MA MCIfA will be responsible for project management and staff deployment with support from Lyndsey Clark BSc (Hons.) MCIfA, Director: Archaeological Operations & Reporting.

George Children MA MCIfA, Director: Quality and Compliance, will additionally provide overall technical and editorial guidance to all constituent aspects of the works programme.

The commencement of the fieldwork programme will be confirmed in due course.

10 Border Archaeology Operating Standards & Arrangements

All projects are carried out in accordance with the Company's *Archaeological Field Recording Manual* (2023) and with *ClfA Standard for archaeological field evaluation*.

A pre-works risk assessment will be completed and lodged in the Site Health & Safety File. Site reporting procedures are completed daily.

George Children MA MCIfA retains overall responsibility for the qualitative elements of the project.

11 Monitoring

The Site will be subject to monitoring by the Principal Archaeologist who will monitor the progress of the work and will undertake at least one Site visit unless otherwise agreed.

BA will advise the Principal Archaeologist of the project's progress on a regular basis and notify them at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project.

All issues of a technical nature should be addressed in the first instance to Amy Bunce BSc MA MCIfA.

12 Copyright

Border Archaeology Ltd shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988, with all rights reserved, excepting that it hereby provides a licence to Westway Construction and Wokingham Borough Council for the use of the report by Westway Construction and Wokingham Borough Council in all matters directly relating to the project as described in the Project Specification to use the documentation for their statutory functions and to provide copies of it to third parties as an incidental to such functions.

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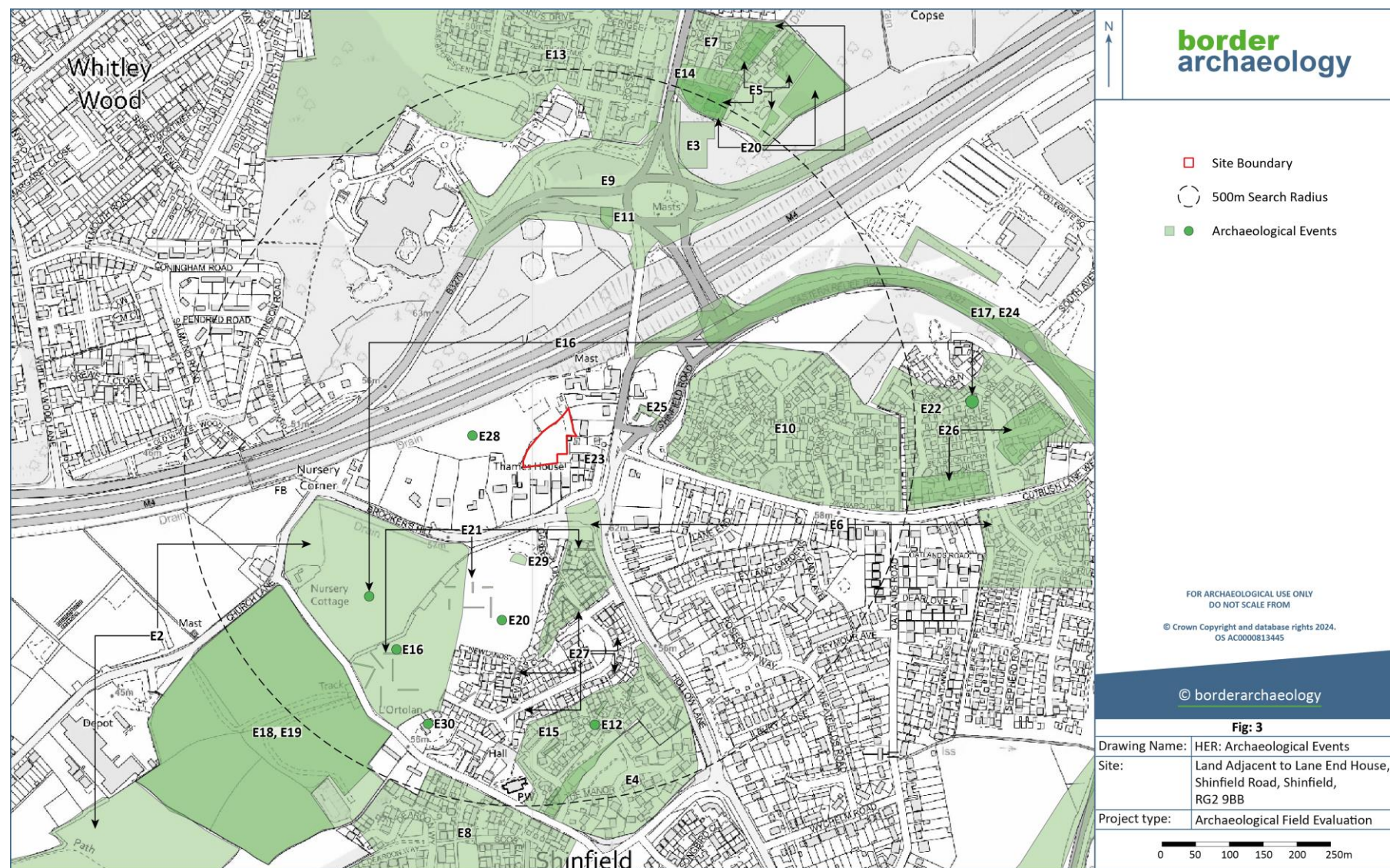
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14 Appendix 1: Historic Environment Record Gazetteers & Maps

#	EvUID	Name	Date
E1	EWK11	Shinfield Road, Reading	1989
E2	ERM349	Loddon Valley (Berkshire) Fieldwalking Survey	1990/1991
E3	EWK12	Shinfield Manor, Reading	1994
E4	ERM794	Church Lane, Shinfield, Berkshire	1997
E5	EWK89	Applied Research Station, Shinfield	1999
E6	EWK96	Shinfield New Settlement	1999
E7	ERM947	University of Reading, Former Applied Research Centre	2001
E8	EWK136	Church Farm, Shinfield, Berkshire	2001/2002
E9	EWK199	Black Boy Junction, Reading	2003
E10	ERM315	Lane End Farm, Cutbush Lane, Shinfield, Berkshire	2004-2005
E11	ERM350	Black Boy Junction, Reading, Berkshire	2004
E12	ERM932	Land at the Manor, Shinfield, Wokingham, Berkshire	2004
E13	ERM456	Shinfield Park, Shinfield, Reading	2005
E14	ERM652	ARS Site, Shinfield Road, Shinfield, Reading, Berkshire	2005
E15	ERM931	Former NIRD Site, The Manor, Shinfield, Berkshire	2005
E16	ERM1716	Shinfield/Spencers Wood, Berkshire	2008
E17	ERM916	Proposed Shinfield Bypass Route and land at Ryeish Green, Berkshire	2008
E18	ERM1057	Shinfield Glebe, Shinfield, Reading, Berkshire	2009
E19	ERM950	Land at Shinfield Glebe, Church Lane, Shinfield, Wokingham, Berkshire	2009
E20	ERM1143	The Manor Shinfield	2010
E21	ERM1175	Land at The Manor, Shinfield, Berkshire	2010
E22	ERM1820	Land to the North of Cutbush Lane, Shinfield, Berkshire	2015

#	EvUID	Name	Date
E23	ERM2107	Lane End House, Shinfield, Berkshire	2015
E24	ERM2165	Shinfield Eastern Relief Road Shinfield Reading - Archaeological Recording Action	2015
E25	ERM2330	Former Stable Building, Lane End Farm, Shinfield, Berkshire. Building Recording	2015
E26	ERM2269	Land North of Cutbush Lane, Shinfield, Berkshire. Archaeological Excavation	2016
E27	ERM2138	The Manor, Brookers Hill, Shinfield, Archaeological Evaluation Report	2018
E28	ERM2480	Willow Tree House, Shinfield, Reading - Archaeological Desk-based Assessment	2020
E29	ERM2596	Land at the Manor, Shinfield - Archaeological Watching Brief	2021
E30	ERM2716	L'Ortolan, Church Lane, Shinfield - Heritage Statement	2023

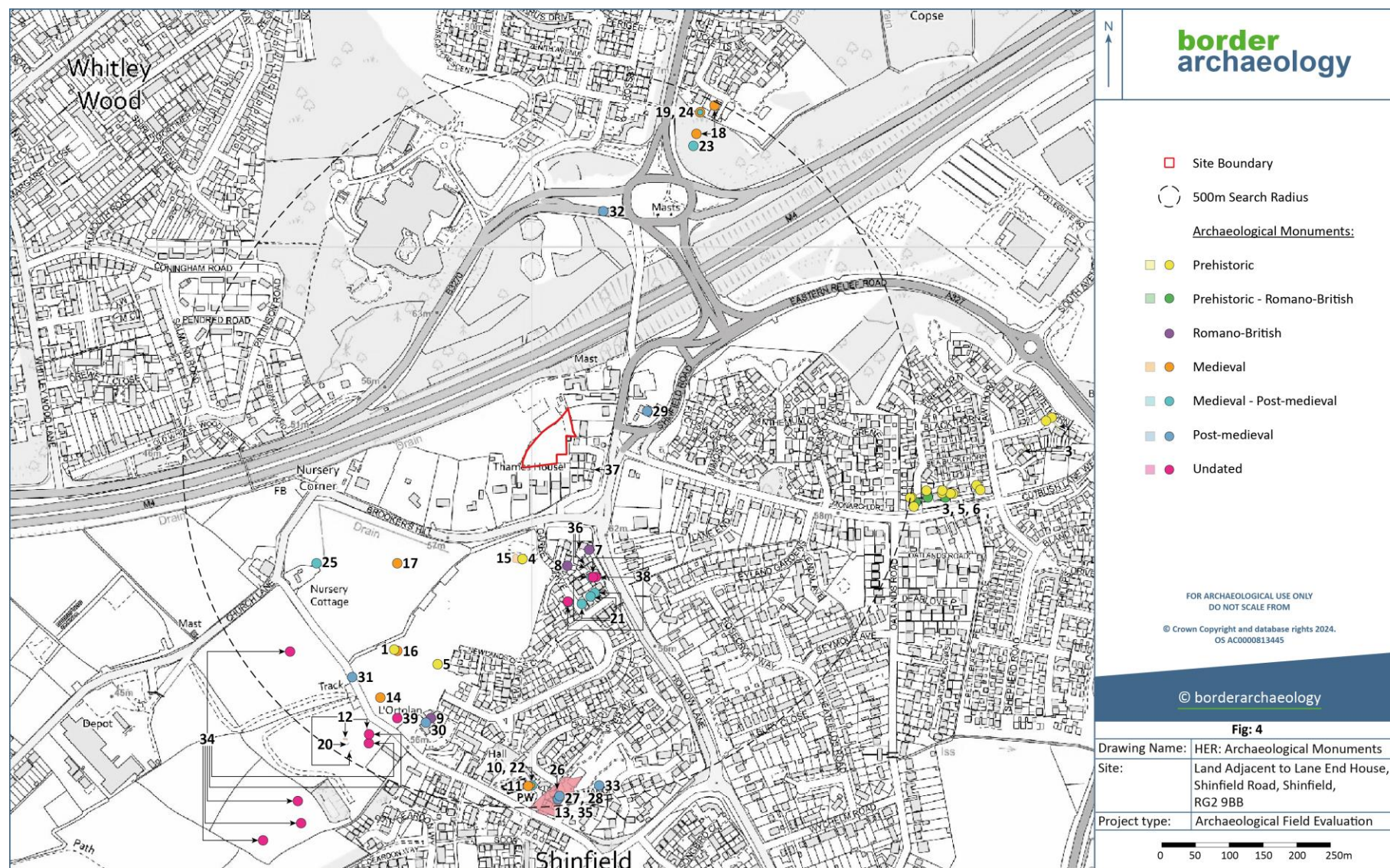
Table 1: Gazetteer of archaeological events recorded on the Berkshire HER within a 1km radius of the Site



#	MonUID	PrefRef	Name	Period
1	MRM16483	MRM16483	Flint work recovered in test pits during an evaluation at The Manor, Shinfield, Berkshire	Early Mesolithic to Late Bronze Age
2	MRM18497	MRM18497	Earlier prehistoric worked flint - land to the north of Cutbush Lane, Shinfield, Berkshire	Late Mesolithic to Early Neolithic
3	MRM18488	MRM18488	Middle Iron Age activity – Land to the north of Cutbush Lane, Shinfield, Berkshire	Middle Iron Age to Late Iron Age
4	MRM18565	MRM18565	Iron Age pottery - The Manor, Shinfield, Berkshire	Iron Age
5	MWK15237	06148.00.000	Flake - Loddon Valley Survey, Arborfield, Berkshire	Prehistoric
6	MRM17681	MRM17681	Iron Age and Roman features – Land to the north of Cutbush Lane, Shinfield, Berkshire	Late Iron Age to Romano-British
7	MRM16484	MRM16484	Residual Roman pottery found in an evaluation at The Manor, Shinfield, Berkshire	Romano-British
8	MWK15611	06596.00.000	Roman ditch at Shinfield Field R1b, Shinfield, Berkshire	Romano-British
9	MWK8584	00731.00.000	Roman findspot - Church Lane, Shinfield, Berkshire	Romano-British
10	MWK1109	00722.01.000	Selingefelle	Medieval
11	MRM16216	MRM16216	Medieval sherds - near Shinfield Church, Shinfield, Berkshire	Medieval
12	MRM16342	MRM16342	Early medieval occupation activity, Shinfield Glebe, Shinfield, Reading, Berkshire	Medieval
13	MRM16352	MRM16352	Medieval activity, Former NIRD Site, The Manor, Shinfield, Berkshire	Medieval
14	MRM16482	MRM16482	Medieval pot sherd found in an evaluation at The Manor, Shinfield, Berkshire	Medieval
15	MRM18564	MRM18564	Medieval quarrying and settlement activity - The Manor, Shinfield	Medieval
16	MWK15403	06275.00.000	Medieval sherd-The Loddon Valley Survey, Shinfield, Berkshire	Medieval
17	MWK15404	06276.00.000	Pot sherds-The Loddon Valley Survey, Shinfield, Berkshire	Medieval
18	MWK2613	01253.00.000	Medieval earthworks north of M4 motorway, Shinfield, Berkshire	Medieval
19	MWK2615	01253.02.000	Moat at Shinfield Manor, Shinfield, Berkshire	Medieval
20	MRM16343	MRM16343	Post-medieval ditch, Shinfield Glebe, Shinfield, Reading, Berkshire	Medieval - Post-medieval
21	MRM18293	MRM18293	Ridge and furrow at Brookers Hill, Shinfield	Medieval - Post-medieval
22	MWK1108	00722.00.000	Shinfield Village - Berkshire	Medieval - Post-medieval
23	MWK2614	01253.01.000	Earthworks north of M4 - Shinfield, Berkshire	Medieval - Post-medieval
24	MWK2616	01253.02.100	Shinfield Manor, Shinfield Road, Shinfield, Berkshire	Medieval - Post-medieval
25	MWK6821	06277.00.000	Pottery sherds - Site LV81, Loddon Valley Survey, Shinfield, Berkshire	Medieval - Post-medieval
26	MRM16353	MRM16353	17th century stone wall footings, Former NIRD Site, The Manor, Shinfield, Berkshire	Post-medieval
27	MRM16363	MRM16363	19th century garden features, Former NIRD Site, The Manor, Shinfield, Berkshire	Post-medieval
28	MRM16367	MRM16367	17th and 18th century finds, Former NIRD Site, The Manor, Shinfield, Berkshire	Post-medieval

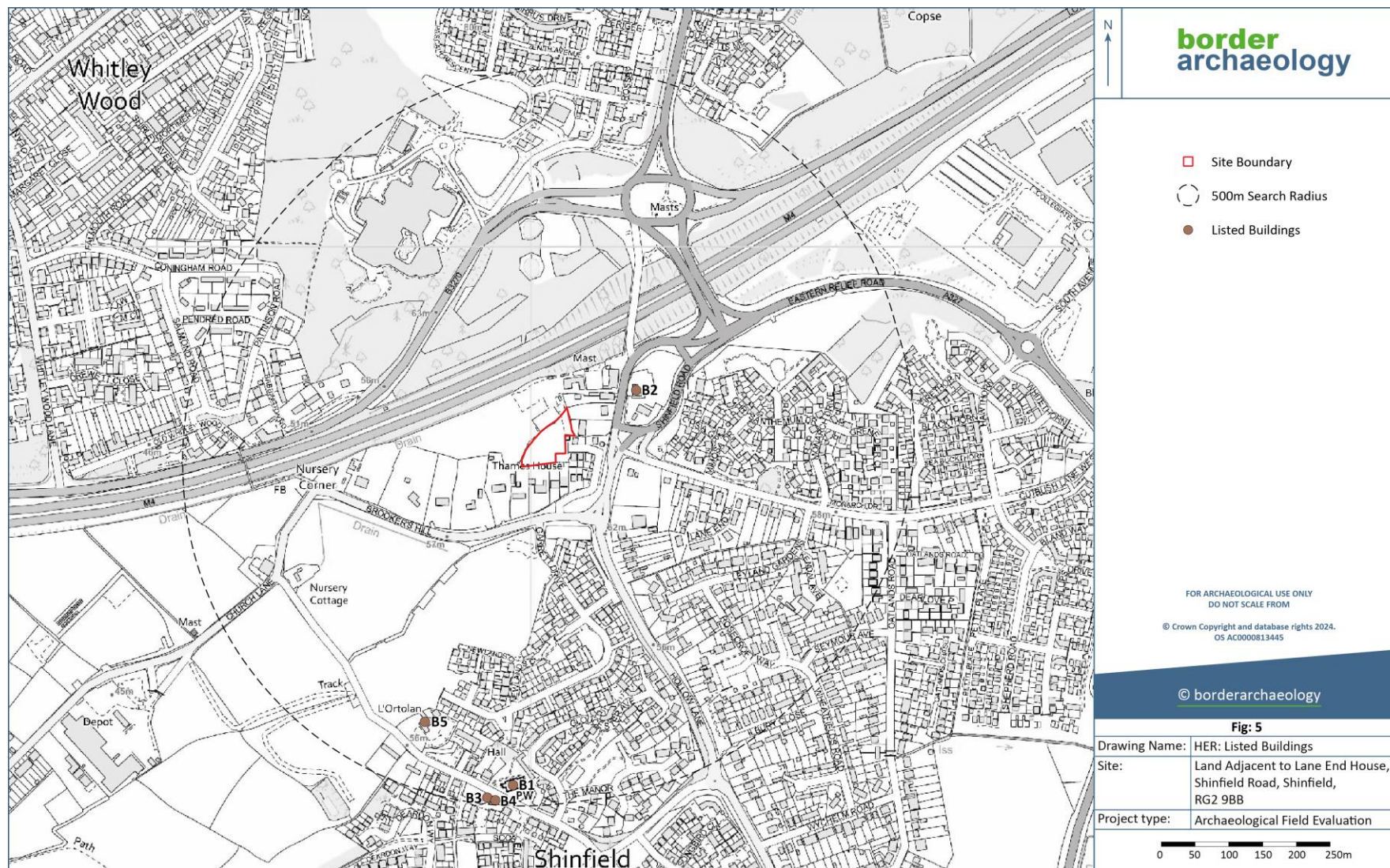
#	MonUID	PrefRef	Name	Period
29	MRM18424	MRM18424	Former stable building at Lane End Farm, Shinfield	Post-medieval
30	MWK15629	WK15629	Milton Sandford Restaurant	Post-medieval
31	MWK15640	WK15640	Church Lane, Shinfield, Berkshire	Post-medieval
32	MWK15719	WK15719	Former Shinfield Grove, Shinfield, Berkshire	Post-medieval
33	MWK7434	00722.04.000	18th -19th century boundary ditches and pits - Church Lane, Shinfield, Berkshire	Post-medieval
34	MRM16344	MRM16344	Undated postholes, gullies and ditches, Shinfield Glebe, Shinfield, Reading, Berkshire	Unknown
35	MRM16366	MRM16366	Undated features, Former NIRD Site, The Manor, Shinfield, Berkshire	Unknown
36	MRM16481	MRM16481	Undated cut features found in an evaluation at The Manor, Shinfield, Berkshire	Unknown
37	MRM18281	MRM18281	Two possible linear features - Lane End House, Shinfield, Berkshire	Unknown
38	MRM18294	MRM18294	Ditch and postholes at Brookers Hill, Shinfield, Berkshire	Unknown
39	MWK15409	06280.00.000	Sherd - The Loddon Valley Survey, Shinfield, Berkshire	Unknown

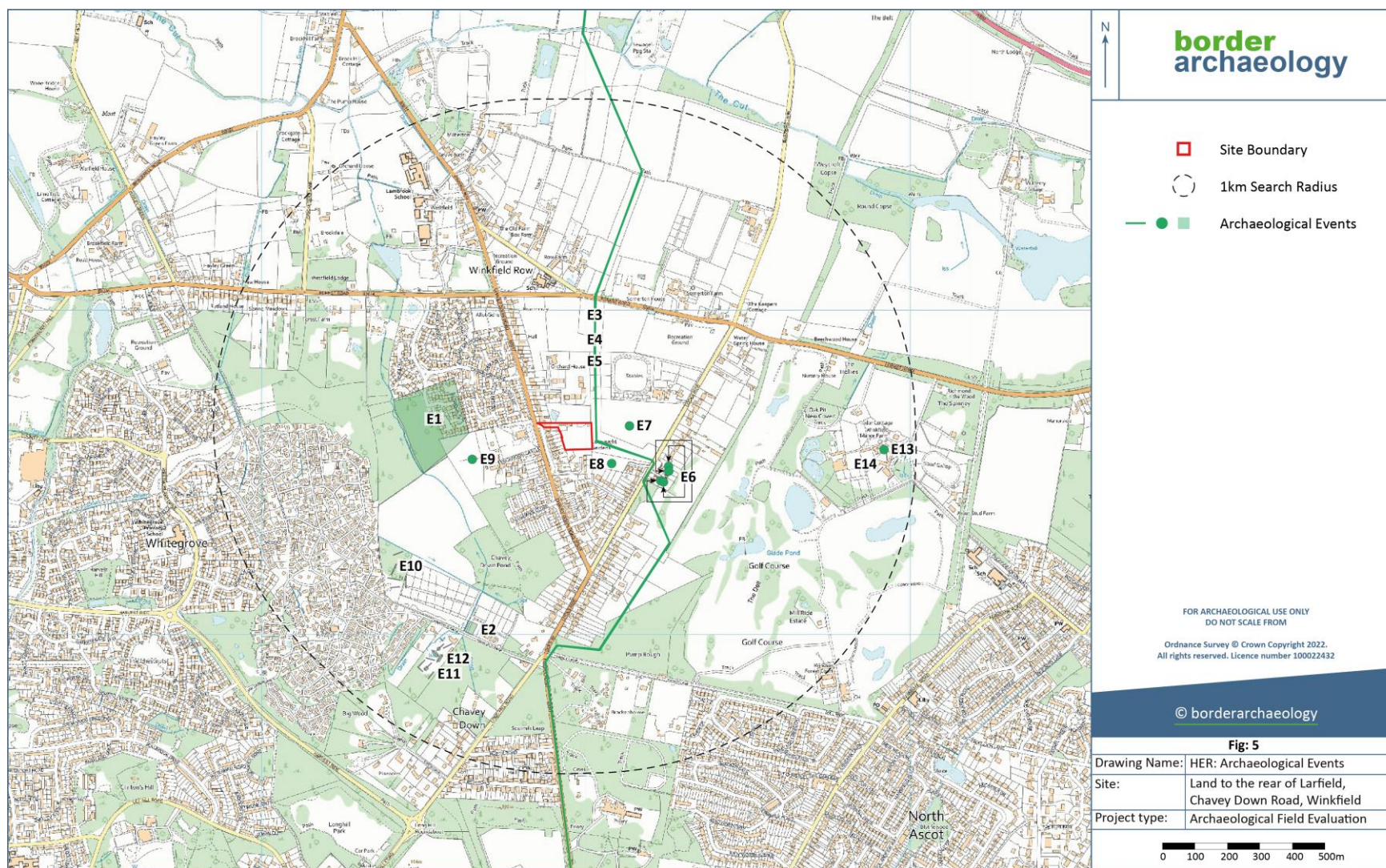
Table 2: Gazetteer of archaeological monuments recorded on the Berkshire HER within a 1km radius of the Site



#	PrefRef	Name	Grade
B1	1118131	Church of St Mary	I
B2	1136186	LANE END FARMHOUSE	II
B3	1118132	CHURCH FARMHOUSE	II
B4	1136103	GRANARY IN GARDEN OF CHURCH FARMHOUSE APPROXIMATELY 8 METRES TO SOUTH WEST	II
B5	1312966	MILTON SANDFORD RESTAURANT	II

Table 3: Gazetteer of listed buildings recorded on the Berkshire HER within a 1km radius of the Site





15 Appendix 2: Specialists

The following specialists have been appointed to provide, where required, sampling, consulting, analysis & reporting services:

1. Geoarchaeology: Rob Batchelor BSc PhD MCIrA Director Quest University of Reading; ARCA, University of Winchester;
2. Pottery: Emily Edwards BA PgDip Freelance Specialist, Rob Perrin M.Litt MCIrA FSA Freelance Specialist, Jo Mills Freelance Specialist, Paul Blinkhorn BTech (Hons) Freelance Specialist;
3. Coins: Peter Guest BA PhD University of Cardiff;
4. Flint: Rebecca Devaney MA ACIrfA Freelance Specialist;
5. Petrological Analysis: Imogen Wood BA MA PhD;
6. Glass: Nicola Powell MA MCIrfA Freelance Specialist;
7. Clay Tobacco Pipes: Nicola Powell MA MCIrfA Freelance Specialist;
8. Leather and Metal Objects: Quita Mould Barbican Research Associates;
9. Archaeometallurgy: Gerry McDonnell BSc PhD Gerry McDonnell Archaeometals;
10. Glass Working: John Shepherd BA FSA MCIrfA Freelance Specialist;
11. Artefact & Materials Conservation: Ian Panter York Archaeological Trust;
12. Building Materials: Katherine Crooks BA PGCE Pottery Specialist Border Archaeology Ltd;
13. Worked Stone: Ruth Shaffrey BA PhD MCIrfA Freelance Specialist;
14. On-Site Conservation: Janice McLeish MA ACIrfA Border Archaeology Ltd;
15. Faunal Remains: Matilda Holmes BSc MA PhD ACIrfA AFHEA Freelance Specialist & Janice McLeish MA ACIrfA Director: Post Excavation Services Border Archaeology Ltd & Clare Rainsford Freelance Specialist;
16. Human Remains: Malin Holst HND BA MSC MCIrfA York Osteoarchaeology Ltd;
17. Archaeobotanical, Charcoal & Wood ID: Amy Bunce BSc MA MCIrfA Director: UK Operations & Palaeoenvironmental Sciences Border Archaeology Ltd.

Other specialist suppliers will be sourced, if deemed appropriate; suitable management time will be expended to ensure that such external suppliers' work complies with accepted national guidance.

Version	Insert date	Initials of the editor
1	13 th November 2024	LC

16.1 Section 1: Project Administration

Project BA Number:	BA24165LEH
Site Code:	LEH24
OASIS ID:	borderar1-529269
HER event number:	TBC
Accession number:	TBC
Project Brief:	N/A
Planning Ref:	222304 (granted by Wokingham Borough Council)
Additional Unique Identifiers: (e.g. DOI number for ADS Grey Literature Library)	
Project Name/Location/Scheme number: Land Adjacent to Lane End House, Shinfield Road, Shinfield, Reading RG2 9BB	
Project Description: (nature of the project / key techniques) Border Archaeology has been instructed by Westway Construction to carry out a programme of Archaeological Field Evaluation in connection with the erection of six dwellings with associated landscaping and access on Land Adjacent to Lane End House, Shinfield Road, Shinfield, Reading RG2 9BB (NGR: SU 73029 68702 – approx. centre).	
Investigation Techniques: (purpose of the investigation) Archaeological Field Evaluation	
Project Funder/Client:	Westway Construction
Project Manager:	Amy Bunce Director: UK Operations & Palaeoenvironmental Services
Site Manager:	Amy Bunce Director: UK Operations & Palaeoenvironmental Services
Data Contact Person:	Kate Smith Director: Performance Delivery

16.2 Section 2: Data Collection

16.2.1 What data will you collect & create? How will the data be collected or created?

Methods of data collection are specified within the Written Scheme of Investigation (WSI) and will meet the requirement set out in the organisation's *Archaeological Field Recording Manual* (2023) and the relevant ClfA standards and guidance; they are defined against ADS Guides to Good Practice.

The table below provides a summary of anticipated data types, formats and estimated volume for this project. This table will be updated as the project progresses.

Documents and Reports	Word (.doc); PDF; PDF/A	1 PDF/A 2411KB
Photographs and images	Our baseline standard is jpeg but we are guided by CA's etc. and then use tiff. or raw accordingly	e.g.75 images (381 MB (399,744,694 bytes)
Maps and Plans	AutoCAD (.Dwg); Illustrator (.ai);	Final export: Jpeg for inclusion in report
Spreadsheets	Excel (.xls); (.xlsx)	N/A
GIS	QGIS; ArcGis	
GIS (Research data)	NB GIS data "bought in" for research reports will not be deposited as it is not our data.	N/A
Geophysics	We outsource all geophysics	N/A

Please note: that this reflects the total digital data for the Working Project Archive, **not** the archived selection of project (Preserved Archive).

16.2.2 Where will the working project archive be stored?

The Working Project Archive will be stored in a project specific folder on the internal organisational server.

The server is backed-up by our professional IT provider.

16.2.3 File naming conventions

File naming conventions follow established organisational procedures.

16.2.4 Quality assurance

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

All Site records and data collected will be checked during Project Delivery.

16.3 Section 3: Documentation & Metadata

16.3.1 What documentation & metadata will accompany the data?

Total station data/Digital location data is used for most projects (excluding AOs). The data is exported and transferred to our Illustrations Department.

Digital images captured during an archaeological programme of work are downloaded as soon as practicable from the camera memory card onto our internal server.

This is especially important for those sites that are:

- large ongoing sites with multiple cameras;
- stop/start sites where more than one Site Manager may be involved.

The paper Photographic Record form is completed every time a photograph is taken. This register will include the make and model of the camera, the initials of the individual(s) who took the image, date and details of the area photographed.

16.3.2 Post Fieldwork Summary

As soon as fieldwork is completed the Site manager completes an Archive Review Form (ARF), which provides an initial “snapshot” of the results of fieldwork. It quantifies the Site paperwork, the unprocessed finds and samples collected and the number of digital images taken.

The Site archive then undergoes a review by the field staff. The finds and samples are delivered to our Post-Ex department. Digital images are uploaded to the internal server, if not already within the job folder. We retain the SD card until the archive is deposited.

The paperwork will be checked/audited prior to writing the report. The Site manager will review the digital images and make an initial selection of those that warrant inclusion in the report and/or inclusion within the Preserved Archive. No images will be deleted at this stage.

16.4 Section 4: Ethics & Legal Compliance

16.4.1 How will you manage Ethical, Copyright and Intellectual Property Rights (IPS) Issues?

Copyright for all data collected by the Project Team belong to Border Archaeology.

Formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any report is obtained prior to use.

16.5 Section 5: Storage & Backup

16.5.1 How will the data be stored, accessed & backed-up during the research?

The **Working Project Archive**: -

Site specific SD cards will be retained until the Site archive has been deposited, at which point they will be recycled.

Downloaded data will be stored in a project specific folder on the internal organisation server.

- The server operates on permission-based access.
- The server is accessible by permitted staff on and offsite through secure log in.

Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as a laptop and portable external hard drive).

16.5.2 Organisational Server

Organisational IT is managed by an external data management provider (who is also responsible for the management and verification of our daily back-ups and who support access to security copies as required).

The internal organisation server is backed up daily by our external data management provider. They ensure that there is sufficient storage space for our digital collection.

Any "archived" data removed from the server is kept in two locations away from the main office.

16.6 Section 6: Selection & Preservation

16.6.1 What should be retained, shared &/or preserved?

The Selection Strategy and DMP are reviewed and updated during the PEX Archiving process and with results from specialist reporting.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).

Selection will be informed by the WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

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 16.2 and 16.3 of this DMP.

16.6.2 What is the long-term preservation plan for the dataset?

It is understood that the reasons for selection of particular digital components will vary from project to project and will take into consideration the project aims as stated within the WSI, the significance of the results, research potential of the results, research framework requirements and relevant museum guidelines.

As with other aspects of an archaeological archive, it is unlikely that all digital files generated during an archaeological project will be retained as part of the deposited digital archive (Preserved Archive).

Consequently, a project specific Selection Strategy will be implemented: -

External dissemination of the digital archive will be with a CoreTrustSeal certified online depository (most likely the Archaeology Data Service (ADS)) if specified by Museum, CA/HER, etc., guidance, the components of which will be determined by the relevant museum deposition guidelines and correspondence with the necessary stakeholders.

- Therefore, all final reports generated from interventive programmes of work will be uploaded to **OASIS V** following approval by principal project stakeholders- client and CA/HER.
- If appropriate, digital images and supporting documentation will be uploaded to **ADS-Easy** to complement grey literature reports.
- Research reports *may* be deposited on OASIS but only under the direction of the CA/HER, museum curator, etc.

BA will not preserve all digital files from the Working Project Archive on their internal company servers indefinitely.

- Internal preservation of selected digital data on BA's internal server will conform to internal Selection and Deselection standards¹.

16.6.3 Have you contacted the data repository?

The relevant museum will be contacted in the early stages of the project to request an accession number; to confirm current deposition guidelines (unless already contacted within the previous three months) and to establish current deposition costs.

¹ BA Selection and De-selection Guidance 2021

The deposition guidelines will be consulted to confirm the situation with regard to the digital archive component and whether this should be deposited with a trusted digital repository.

If the investigation establishes that the Site is negative, the CA and Museum etc. will be contacted to establish whether this can be an OASIS only deposition.

16.6.4 Have the costs of archiving been fully considered?

Sufficient resources to allow for the preparation of the archive, and the cost of deposition of the physical and digital archive have been included in the project budget. A costing estimate may be produced for more complex sites, using the ADS Costing Calculator.

16.7 Section 7: Data Sharing & Accessibility

16.7.1 How will you share the data & make it accessible?

Presuming no conflicts with client confidentiality, a summary of the project will be included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Project Brief; Written Scheme of Investigation; Final Report; Journal Submission.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

16.7.2 Any restrictions of data sharing required?

In certain situations, 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.

16.8 Section 8: Responsibilities

16.8.1 Who will be responsible for data management?

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 are 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 an external company.

Data archiving is undertaken by the project team under the guidance of the Archives Officer, 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 WSI.

Document Title		Document Reference	
Written Scheme of Investigation for Archaeological Field Evaluation on behalf of Westway Construction concerning Land Adjacent to Lane End House, Shinfield Road, Shinfield, Reading RG2 9BB.		BA24165LEH/WSI	
Compilation	Rachel English MA MSc ACIfA		
Artwork	Holly Litherland BA (Hons.) James Brown BSc MSc		
Editing	Lyndsey Clark BSc (Hons.) MCIfA		
Issue No.	Status	Date	Approved for issue
1	Draft	November 2024	Amy Bunce BSc MA MCIfA