

WRITTEN SCHEME OF INVESTIGATION

Archaeological Works at 171 Evendons Lane, Wokingham, RG41 4EH

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171 Evendons Lane,
Wokingham
WSI
V2
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Contents

1	INTRODUCTION	4
	Introduction	4
	Site Location, Topography and Geology	5
	Archaeological Background.....	5
2	SCOPE OF WORKS AND ITS AIMS AND OBJECTIVES.....	6
	2.1 Scope of Works	6
	2.2 Objectives.....	6
	2.3 Aims	6
3	METHOD STATEMENT	8
	General	8
	Methodology	8
	Recording Systems	9
	Report and Archive.....	10
	Data Management Plan.....	14
	Monitoring	14
	Public Outreach	14
4	GENERAL SITE REQUIREMENTS.....	15
	Archaeological Contractor	15
	Copyright	15
	Variations.....	15
5	HEALTH AND SAFETY CONSIDERATIONS	16
	Bibliography.....	17

Plates

Plate 1: Existing Site, showing proposed evaluation trenches (©Magic)

Plate 2: Existing Site, showing proposed evaluation trenches (©Google Earth)

Plate 3: Proposed development, showing proposed evaluation trenches

1 INTRODUCTION

Introduction

1.1 RPS has been commissioned by Boutique Care Homes to prepare and agree a specification of archaeological works with the Archaeological Advisor to Wokingham District Council (WDC) for a programme of archaeological works that is required in association with a condition attached to planning permission.

1.2 The following archaeological condition has been attached to the planning permission (application no: 231351):

38. Archaeology

(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 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, Medieval 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.

1.3 This WSI provides for the implementation of a programme of archaeological works and the reporting of these results, as appropriate, to ensure the satisfactory discharge of parts (A) and (B) of the above condition (No. 38). The WSI provides a detailed methodology for an archaeological trenching evaluation and makes provision for any subsequent archaeological mitigation, should it be required. This WSI forms the basis for the appointment of a suitably qualified and experienced Archaeological Contractor to implement the works and will be submitted for approval with the Archaeological Advisor to WDC in accordance with the provisions of this approved scheme of works.

1.4 If required, a separate method statement for any subsequent archaeological mitigation will be produced. This mitigation method statement will require approval from the Archaeological Advisor to WDC.

- 1.5 The chosen Archaeological Contractor will be a Registered Organisation with the Chartered Institute for Archaeologists (CIfA). If required, they will produce a Method Statement for the trenching evaluation which, along with this WSI, will require approval by the Archaeological Advisor to WDC.

Site Location, Topography and Geology

- 1.6 The site is located within a largely rural landscape, c. 2km south-west of Wokingham town centre. The site comprises a mixture of grassed fields and small, out of use commercial units. Some hardstanding and tarmac was present during the March 2025 site visit.
- 1.7 The site is relatively flat, lying at heights of between 63m and 65m above Ordnance Datum.
- 1.8 The British Geological Survey (BGS) online viewer records the solid geology of the site as sand of the Bagshot Formation, with no superficial deposits recorded. However, inspection of two geotechnical test pits during the initial site visit revealed hard blue/orange clay, overlain by between 0.4-0.6m of top/plough-soil.

Archaeological Background

- 1.9 A consultation response from Berkshire Archaeology stated:

"Thank you for consulting Berkshire Archaeology regarding the above application. Berkshire Archaeology is part of Reading Borough Council's Museum and Town Hall Services and provides historic environment advice to the five unitary authorities of Bracknell Forest Council, Reading Borough Council, Royal Borough of Windsor and Maidenhead, Slough Borough Council and Wokingham Borough Council. This response relates solely to buried archaeological heritage, the Council's Conservation Officer should be consulted for any matters relating to the historic built environment.

As advised for previous applications for this site (F/2012/0467 PA/2012/1655, F/2013/0253) there are potential archaeological implications with this proposed development. The full archaeological potential of the area has yet to be investigated as little development has occurred in the area, however despite this, the wider landscape shows an the area has had nearby activity over many periods, with substantial Iron Age activity to the north c.850m, where industrial furnaces were discovered at Folly Court, to the south west c.1.1km at Rooks Nest Farm there is evidence of an Iron Age or Roman settlement, whilst Barkham has an Early Medieval/Medieval origin, mentioned in the Domesday Book in AD952. The listed buildings close to the site at Hutts Farm, c.70m to the north, are of 16th and 17th century origins.

The current proposal has reduced the scale of potential impacts but has also added significant ground works for the creation of a new attenuation area in the west of the site, which has not previously been developed. Early mitigation, prior to reserved matters, is recommended which would permit any archaeology found to inform on the design details of this development.

As shown, the application site falls within an area of archaeological significance and archaeological remains may be damaged by ground disturbance for the proposed development. It is therefore recommended that the following condition is applied, should permission be granted, in order to mitigate the impacts of development. This is in accordance with Paragraph 205 of the NPPF(2021) which states that local planning authorities should 'require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible'." (Linden Ellicott; 4th July 2023)

2 SCOPE OF WORKS AND ITS AIMS AND OBJECTIVES

2.1 Scope of Works

- 2.1 An initial programme of archaeological evaluation trenching will be undertaken in order to better understand the archaeological potential of the site. Seven trenches will be excavated in the locations shown in Plates 1-3. This WSI provides the methodology for this trenching evaluation and will need approval from the Archaeological Advisor to Wokingham District Council (WDC) prior to commencement.
- 2.2 Once an Archaeological Contractor has been selected they will produce a Method Statement for the archaeological trenching evaluation, which will require approval from the Archaeological Advisor to WDC.
- 2.3 Five trenches will measure 25m x 1.8m and two will measure 20m x 1.8m. They have been positioned to avoid extant obstacles and target areas of highest ground impact, such as the location of proposed buildings, roads and pond. The location and length of trenches may have to be adjusted due to on-site constraints, such as the presence of utilities. This represents slightly over a 3.5% sample of the development area. A 1.5% trenching contingency will be held in reserve and may be utilised to open up additional areas or trenches depending on the character of any archaeology encountered, at the request of the WDC Archaeological Advisor.
- 2.4 Depending on the results of the evaluation trenching, and in consultation with the Archaeological Advisor to WDC, subsequent archaeological mitigation may be required. A separate method statement will be required for any subsequent archaeological mitigation.

2.2 Objectives

- 2.2.1 The objective of the archaeological work is to better understand the archaeological potential of the site and to collate sufficient information to understand the significance of any archaeological remains in order to ascertain the requirement for any subsequent archaeological mitigation.

2.3 Aims

- 2.3.1 The aims of the archaeological trenching evaluation is to:
1. To record the nature of the main stratigraphic units encountered in terms of their physical composition (stone, sand, gravel, organic materials, etc.) and their archaeological formation (primary deposits, secondary deposits, etc.);
 2. To assess the overall presence and survival of archaeological remains relating to the main periods of occupation revealed and the potential for the recovery of additional structural information given the nature of the deposits encountered (e.g. extent of later disturbance, etc.);
 3. To assess the overall presence and survival of the main kinds of artefactual evidence (including pottery, brick, tile, stone, glass, metal, bone, small finds, industrial residues, etc.), its condition, given the nature of the deposits encountered;
 4. To assess the overall presence and survival of the main kinds of ecofactual and environmental evidence (including animal bone, human bone, plant remains, pollen, charcoal, molluscs, soils, etc.), its condition and potential, given the nature of the deposits encountered; and
 5. To relate any archaeological discoveries to the Solent-Thames Research Framework for the Historic Environment.
- 2.3.2 In addition, further, more detailed, research aims may be generated from the results of the archaeological evaluation; where this is the case these will be formally agreed and added as an

addenda to this document, or by inclusion in the updated project design during the post-excavation process.

3 METHOD STATEMENT

General

- 3.1 In order that the investigation supplies information of the required quality, the Codes, Standards and Guidance issued by the Chartered Institute for Archaeologists (CIfA) form a requirement of this specification. The reasonable requirements of the Archaeological Advisor to Wokingham District Council (WDC) will also be adhered to, as will the Berkshire Archaeology (BA) '*General Standards for Historic Environment Projects*.'

Methodology

- 3.2 All areas requiring archaeological evaluation will be undertaken in accordance with this WSI and will be stripped separately ahead of development.
- 3.3 Topsoil stripping of the trenches, under the supervision of a competent archaeologist, shall be taken down to the significant archaeological horizon in level spits. Spoil will be monitored in order to recover artefacts. Metal detectors may be used to recover metal finds from the spoil.
- 3.4 During this operation all earthmoving and other vehicles will avoid travelling on the freshly stripped surface of the area of archaeological investigation.
- 3.5 Appropriate machinery will be used. For example, a backward operating 360° excavator with a toothless ditching bucket/blade. Toothed buckets will not be used without the agreement of the Archaeological Advisor to WDC. The choice of machinery will be influenced by the site conditions.
- 3.6 Following stripping of overburden, priority will be given to the cleaning of features as required to produce a pre-excavation trench plan. The stripped surface will be kept clean and free of loose spoil. Wherever possible spoil arising during hand-cleaning and hand-excavation will be stockpiled beyond the limits of the trench.
- 3.7 Areas containing particularly significant or sensitive archaeological remains should be protected, i.e. not left open to the weather.
- 3.8 Data-capture for site plans will be by electronic distance measurement, GPS survey, measured survey or a combination of these measures; data-capture for site plans will as standard be capable of reproduction at a scale of 1:100; more complex features or areas of complex archaeological remains will be recorded at greater resolution (for reproduction at 1:10, 1:20, or 1:50 as necessary). The site grid will be established relative to the Ordnance Survey National Grid and all levels taken will be relative to Ordnance Datum.
- 3.9 The archaeological team is to be structured to ensure that the machine excavation, hand-cleaning and planning operations run in close sequence. The initial site plan should be updated as new features become apparent.
- 3.10 All sampling of archaeological features is to be by hand unless otherwise agreed in advance by the Archaeological Advisor to WDC following on-site discussion.
- 3.11 The excavation strategy will be justified against the stated aims and objectives of the project and/or any other appropriate criteria. The site will be excavated stratigraphically. The various types of features and deposits revealed following the removal of non-significant overburden will be subject to the following sampling levels:
- All structural features or those relating to specialised activity will be subject to a 100% sample.
 - All post and stake holes that relate to specialised activities will be subject to a 100% sample. Others will be subject to a 50% sample.

- All pits will be half sectioned. In some instances, 100% excavation may be required depending on the nature of the features/deposit.
 - A minimum of 20% of all linear features will be sampled.
 - The preference would be to preserve any human remains in-situ during the evaluation phase, and not lift them. This will ensure that appropriate resources, time and budgets are in place to better ensure appropriate treatment of human remains during a later mitigation phase if the remains cannot be left in-situ. If burials and/or cremations are revealed, a Ministry of Justice licence under Section 25 of the Burial Act 1857 will be obtained. Any and all exhumation and post excavation treatment will be carried out in accordance with published guidelines. The Archaeological Advisor to WDC will need to be informed of any human remains encountered.
 - All kilns and hearths etc. will be sampled and fully excavated.
- 3.12 There may be cases when individual features do not merit these sampling levels. Any sampling variations would need to be approved in advance by the Archaeological Advisor to WDC and RPS, following discussion.
- 3.13 Treatment of treasure - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revisions) will be reported immediately to the relevant Coroner's Office, RPS, the landowner and the Archaeological Advisor to WDC. A Treasure Receipt must be completed and a report submitted to the Coroner's Office within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.14 No archaeological deposits or features will be excavated by machine without the agreement of the Archaeological Advisor to WDC.
- 3.15 All intersections of features are to be examined in order to fully understand their dates and phasing.
- 3.16 Features of a possible geological origin should also be sampled until confidence can be established as to their non-archaeological origin.
- 3.17 Provision will be made for taking environmental/organic samples where appropriate. Where necessary, an environmental sampling strategy will be agreed with the Archaeological Advisor to WDC during the fieldwork. Scientific dating, such as C14, will be carried out, where relevant.
- 3.18 In the unlikely event that any munitions or unexploded ordnance is uncovered, all works shall cease within the area and this will be fenced off. Its presence will be immediately reported to the local Police authority, RPS and the client. No works will continue in the area until it has been made safe.

Recording Systems

- 3.19 The recording system shall be compatible with the ClfA's standards and guidance and other systems used in the region.
- 3.20 All structures, deposits and finds are to be recorded according to accepted professional standards. The stratigraphy in any sections is to be recorded, even where no archaeological deposits have been identified.
- 3.21 The site archive will be so organised as to be compatible with other archaeological archives produced in the region. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets,

sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised databases.

- 3.22 A plan to indicate the location of the boundaries of the excavated area and the site grid is to be drawn at a scale of 1:1250. Plans to indicate the locations of archaeological features are to be drawn at a scale of 1:100, with more detailed plans and sections as necessary. Detailed plans shall normally be drawn at a scale of 1:20 or 1:50 and sections at a scale of 1:10 or 1:20 depending on the complexity of the feature. All detailed plans and sections are to be related to the 1:100 plans. All plans are to be related to the site grid.
- 3.23 All archaeological sections will be on drawing film and will include context numbers and OD spot heights for all principal strata and features.
- 3.24 All archaeological contexts are to be recorded individually on context record sheets. A further, more general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate.
- 3.25 A full photographic record of the work is to be kept. All digital photography will be high resolution uncompressed TIFF format with a minimum 20 megapixel image capture. Image capture, storage and metadata standards as set out in the English Heritage (Historic England) Guidance note on Digital Image Capture and File Storage (Draft) are to be followed. The photographic record is to be regarded as part of the site archive and will also include working shots to illustrate more generally the nature of the archaeological operation mounted.
- 3.26 The Archaeological Contractor shall allow project records to be inspected and examined at any reasonable time, during or after the excavation work by RPS and the Archaeological Advisor to Wokingham District Council.
- 3.27 All artefacts recovered during the excavations on the site are the property of the landowner. They are to be suitably bagged, boxed and marked in accordance with the *United Kingdom Institute for Conservation, Conservation Guidelines nos. 2*.
- 3.28 All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the Archaeological Advisor to Wokingham District Council.
- 3.29 Assessments of artefacts will be made by appropriately qualified and named specialists.
- 3.30 All metal objects, other than late Post Medieval objects, will be X-rayed unless otherwise agreed with the Archaeological Advisor to Wokingham District Council.
- 3.31 All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" will also be followed.
- 3.32 On completion of the project, it is anticipated that the landowner will consent the deposition of artefacts and archive in a suitable repository agreed with the Archaeological Advisor to Wokingham District Council (WDC). There is currently no receiving museum for WDC and the physical archive shall be held by the Archaeological Contractor until this situation is resolved

Report and Archive

- 3.33 All reporting will be in accordance with ClfA Standards and Guidance and the Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006.

- 3.34 A standard archive report with summary note will be provided within 6 months of completion of the on-site works. Details of style and format of this report are to be determined by the Archaeological Contractor. However, as in any event it should include:
- a non-technical summary;
 - an introduction:
 - the site location;
 - a methodology;
 - a description of the project's results;
 - an interpretation of the results in an appropriate context;
 - a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
 - site layout plans on an OS base, with the location of the trenches etc;
 - scaled plans of each trench/area of investigated works and each area in which archaeological features were recognised;
 - trench sections and feature sections (with OD heights);
 - site matrices where appropriate;
 - a consideration of evidence within its wider context;
 - a summary table and descriptive text showing the features, classes and numbers of artefacts located, and soil profiles, with interpretation;
 - an evaluation of the methodology employed and the results obtained (i.e. a confidence rating);
- 3.35 Publication of the results will be required, even if negative. Reports with no or little archaeological findings will be included as a note in a local journal.
- 3.36 Reports that do not provide sufficient information or that have not been compiled in accordance with the relevant sections of this specification will be returned to the Archaeological Contractor for revision and resubmission.
- 3.37 The methodology employed during the investigation must be detailed in the report. Simply referring to the methodology outlined in the specification is not acceptable. Any aims and objectives specified in the specification will be included, as will any further objectives identified during the course of the investigation.
- 3.38 The report will include a quantification of the archive contents, their state and future location.
- 3.39 The description of the results of the archaeological investigation must include:
- the nature and depth of overburden soils encountered;
 - a description of the geological subsoil encountered across the site;
 - description and accurate location of all archaeological features and finds encountered, their dimensions, states of preservation and interpretation;

- heights related to Ordnance Datum will be provided for each feature and deposit; and
 - For complex remains a Harris Matrix diagram will be provided
- 3.40 The finds recovered during the course of the investigation will be described, quantified and assessed by artefact type within the report. The report will also indicate the potential of each category of artefact for further analysis and research. For each category of artefact the report will describe the method of processing, any sub-sampling, conservation and assessment undertaken. Where appropriate local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts will also be detailed.
- 3.41 The report will include a table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.
- 3.42 The report will include an assessment of the environmental potential of the site. Details will be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and assessment of the samples. The report will describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the investigation will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.
- 3.43 The report will include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.
- 3.44 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the assessment report.
- 3.45 An Interpretation of the archaeology of the site. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and a consideration of the site in its wider context as appropriate. This section will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.
- 3.46 The report will include an assessment of the results of the archaeological investigations and their potential to address both the original research aims and objectives of the project and any further research objectives identified during the course of the on-site and post excavation works.
- 3.47 The report will include a detailed proposal for any further analysis necessary on the project records, artefact and environmental assemblages to achieve the research potential of the site. A justification will be included for each analysis proposed.
- 3.48 Figures - as a minimum the assessment report will include the following figures:
- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan will also include at least two National Grid points and show the site boundary;
 - a plan at 1:1250, or a scale to be agreed with the Archaeological Advisor to Wokingham District Council (WDC), showing the layout of the development groundworks clearly indicating the areas investigated. The plan will show significant archaeological features, coloured by phases or period as related to the development site. This plan will also include two National grid points;
 - plans of the features revealed in each of the investigation areas at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken will also be indicated;
 - relevant section drawings and trench soil profiles as appropriate;

- illustrations and/or photographs of significant finds will be included, where appropriate.
- 3.49 All report illustrations must be fully captioned and scale drawings must include a bar scale. Standard archaeological drawing conventions must be used. Plan and section illustrations must include the numbers of all contexts illustrated. North must be included on all plans. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.
- 3.50 Black and white or colour photographs will be included to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs will be appropriately captioned.
- 3.51 The report will be submitted to the Archaeological Advisor to WDC in digital format. The digital copy will be supplied for preference in .pdfa format or alternatively in .rtf format accompanied by digital copies of images, plans and maps in .bmp, .tif or .jpg format.
- 3.52 A draft of the report will be submitted to the Archaeological Advisor to WDC for initial comment/approval prior to completion and submission. Copies of the finalised publication report will also be distributed to the Berkshire HER, Historic England Archive, the client and RPS. A further copy of the report will be required to form part of the project archive. Copies of GIS files will also be provided to the HER.
- 3.53 Details of the project are to be submitted to the OASIS (Online Access to the Index of Archaeological investigations) database, along with a digital version of the completed publication report, within 12-18 months of the completion of all archaeological site investigations.
- 3.54 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990)*. Arrangements for the deposition of the site archive will be agreed in writing with the appropriate recipient museum. There is currently no receiving museum for WDC and the physical archive shall be held by the Archaeological Contractor until this situation is resolved.
- 3.55 The integrity of the site archive should be maintained. The archive of all records and finds must be prepared consistent with the principles set out in the Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006. It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 3.56 Prior to formal deposition of the archive, it will be required to be temporarily stored by the Archaeological Contractor in a suitable location and condition, such to ensure that no part of the archive will suffer degradation, until details of the recipient is provided. The archive is to be deposited promptly with the receiving museum as and when their capacity to receive such is established, following which it will then become publicly accessible.
- 3.57 Any digital archive generated by the archaeological works will be compiled in accordance with the Archaeology Data Service (ADS) standards and guidelines. It will consist of:
- All relevant born-digital data (images, survey data, digital correspondence, site data collected digitally etc.); and;
 - Digital copies made of all other relevant written and drawn data produced and/or collected during fieldwork and as part of the subsequent post-excavation analysis phase.
- 3.58 The digital archive will be deposited with the ADS within three months of acceptance of the final report/publication.
- 3.59 Any spatial data generated will be submitted to the HER in a suitable GIS format (shapefile, Mapinfo, TAB etc.).

Data Management Plan

- 3.60 The Archaeological Contractor undertaking the fieldwork will provide a Data Management Plan as part of their Method Statement. The Data Management Plan will describe the type of data that will be acquired and/or generated during the project, the way the data will be managed and stored, and the mechanisms to be employed to preserve and share the data.

Monitoring

- 3.61 The LPA Archaeological Advisor shall monitor progress and standards throughout the project, either in-person or remotely. A projected timetable will be provided to enable this.
- 3.62 The LPA Archaeological Advisor will be given 2 weeks' notice of the commencement of the work following the agreement of this WSI.
- 3.63 Arrangements for all meetings will be made by RPS.

Public Outreach

- 3.64 Depending on the findings of the evaluation, opportunities for public engagement will be explored during any subsequent archaeological mitigation, if required. The results of the archaeological works will be available publicly via the publication of the findings in a local journal and a copy of the report will be submitted to the HER.

4 GENERAL SITE REQUIREMENTS

Archaeological Contractor

- 4.1 The Archaeological Contractor will be a ClfA Registered Archaeological Organisation.
- 4.2 The field team deployed by the Archaeological Contractor will include only full time professional archaeological staff. All staff in supervisory positions should be members, at an appropriate level, of the ClfA.
- 4.3 The composition of the project team must be detailed and agreed in advance with RPS (this is to include any subcontractors).
- 4.4 The following statutory provisions and codes of practice are to be adhered to where relevant:
- all statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work *etc* Act 1974;
 - the ClfA Code of Conduct;
 - the ClfA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology;
 - the Country Code.

Copyright

- 4.5 It is recognised that the copyright of written, graphic and photographic records and the report rests with the originating body. However, RPS and their client require an agreement to facilitate the copying and use of any or all materials resulting from this project.

Variations

- 4.6 Variations to this Written Scheme of Investigation that the Archaeological Contractor may wish to make must be approved, in advance, by RPS, the client, and the Archaeological Advisor to Wokingham District Council.

5 HEALTH AND SAFETY CONSIDERATIONS

- 5.1 All relevant health and safety regulations must be followed including, but not exclusively:
- The Health and Safety at Work Act (1974),
 - Management of Health and Safety at Work Regulations (1999),
 - Manual Handling Operations Regulations 1992 (as amended in 2002),
 - The Construction (Design and Management) Regulations (2015), and
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).
- 5.2 A Risk Assessment and Method Statement (RAMS) will be prepared and a copy will be sent to RPS and the client prior to commencement of the contract. Where a site is operating under the Construction (Design and Management) Regulations (2015), all works will be implemented in accordance with a Construction Phase Plan prepared by a Principal Contractor.
- 5.3 Machinery will be kept away from unsupported edges and access routes will be supervised and controlled. Hi-visibility plastic mesh and warning notices will be installed as appropriate. Safety helmets, safety footwear and high visibility jackets are to be used by all personnel as necessary.
- 5.4 The client will supply all necessary information to the Archaeological Contractor concerning live services on the site. The excavation areas will be scanned with a CAT Scanner prior to and during topsoil and subsoil removal works. Extreme care will be taken to ensure that any services located are avoided.

Bibliography

Berkshire Archaeology (BA) '*General Standards for Historic Environment Projects.*'

Chartered Institute for Archaeologists *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*, 2020

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Plates

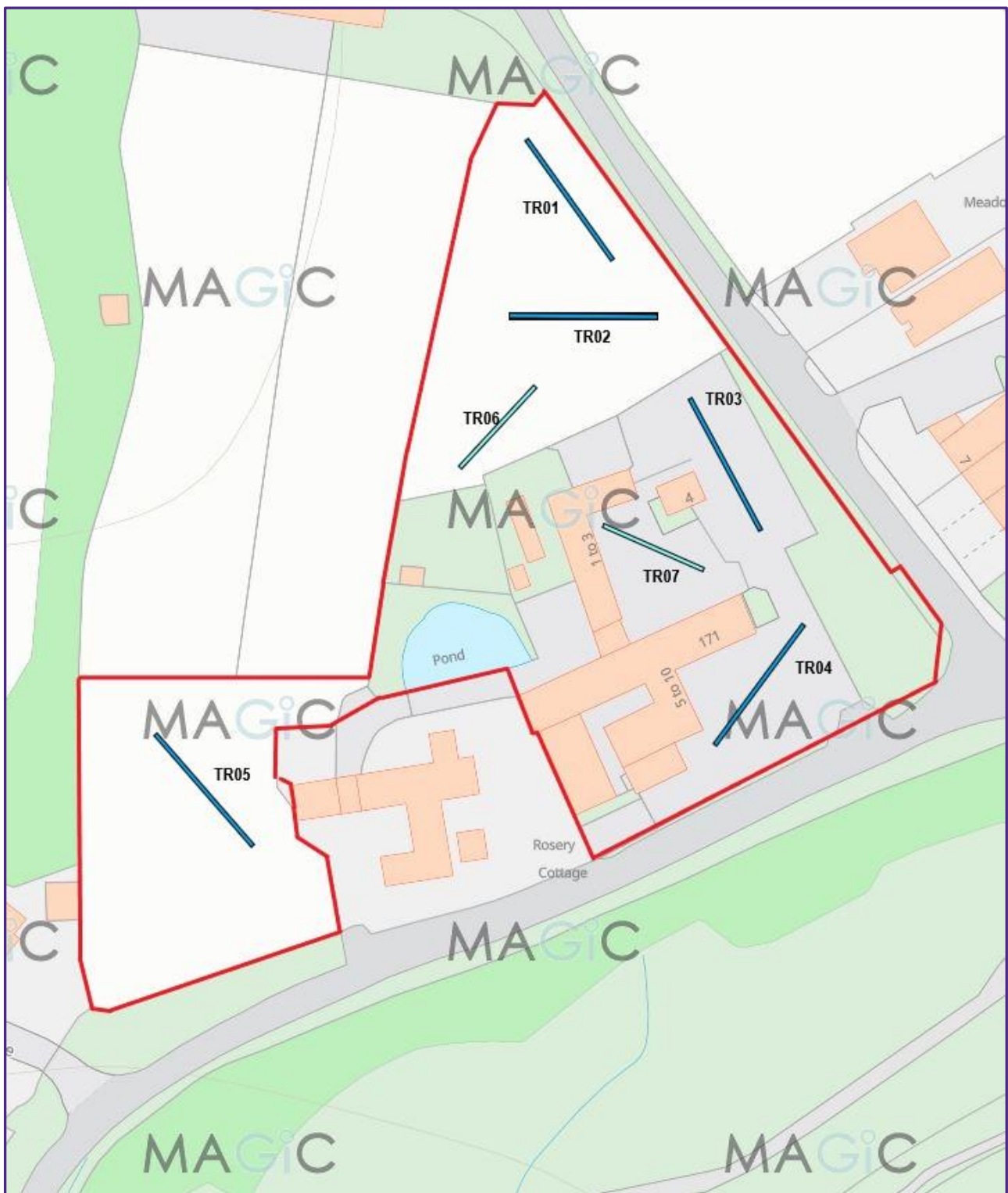


Plate 1: Existing Site, showing proposed evaluation trenches (©Magic)



Plate 2: Existing Site, showing proposed evaluation trenches (©Google Earth)



Plate 3: Proposed development, showing proposed evaluation trenches