



Wokingham Major Highways Programme South Wokingham Distributor Road Berkshire

Written Scheme of Investigation for
Archaeological Strip, Map and Sample Excavation

Planning Ref.: 192928
Document Ref.: 295082.01
Apr 2025



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Document Information

Document title Wokingham Major Highways Programme, South Wokingham
Distributor Road, Berkshire

Document subtitle Written Scheme of Investigation for Archaeological Strip, Map and
Sample Excavation

Document reference 295082.01

Client name Balfour Beatty

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Denmark Court
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Site location Finchampstead Road, Wokingham

County Berkshire

National grid reference 482954 167870 to 480933 167875
(SU 82954 67870 to SU 80933 67875)

Planning authority Wokingham Borough Council

Planning reference 192928

Museum name No collecting museum

WA project code 295082

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Quality Assurance

Issue	Date	Author	Approved by
1	24/03/2025	EL	JD
2	3/04/2025	TD	JD
3	4/04/25	EL	JD



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Wokingham Major Highways Programme South Wokingham Distributor Road Berkshire

Written Scheme of Investigation for Archaeological Strip, Map and Sample Excavation

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Balfour Beatty ('the client') to produce a written scheme of investigation (WSI) for a proposed archaeological Strip, Map and Sample excavation (SMS) of three areas totalling 1.25 ha located south of Wokingham, between Waterloo Road in the east (NGR 482954 167870) and Finchampstead Road in the west (NGR 480933 167875; Figure 1). The precise locations of the SMS areas are detailed within Table 1 below.

Table 1 Details of SMS areas

SMS Area	Development Area	NGR	Size (m ²)	Reason(s) for excavation
A	1	482779 167769	3380.95	Possible Iron Age activity
A (Possible contingency Extension)	1		1633.03	Possible Iron Age Activity
B	3	482357 167555	5995.06	Undated concentration of linear features
C	3	482441 167485	3089.57	Undated concentration of linear features

- 1.1.2 The development comprises the construction of the South Western Distributor Road (SWDR) with associated drainage/flood compensation works, and demolition works. The road will connect to Waterloo Road in the east via a new roundabout, and Finchampstead Road in the west via the existing roundabout at Tesco. A link road is also proposed towards the eastern extent of the scheme, connecting the road to the present junction of Easthampstead Road and Heathlands Road. The SWDR will comprise a single carriageway measuring approximately 2.7 km in length and will include a shared 3 m wide cycle lane/footpath.
- 1.1.3 Previous archaeological investigations in the area have revealed dispersed evidence for low level agricultural activity of prehistoric, Romano-British and post-medieval date. An evaluation undertaken in 2019 also revealed features consistent with the presence of a low-density settlement within the surrounding area of the scheme. Indeed, results of previous investigations within and surrounding Area 1 (mitigation area A) of the development (Fig. 4) have revealed remains consistent with possible Iron Age activity (Cotswold Archaeology 2018 and Oxford Archaeology 2019).
- 1.1.4 An archaeological evaluation undertaken in association with the development has revealed the presence of ditches and gullies across the development area, with a particular

concentration within Area 3 (mitigation areas B and C) of the development (Fig. 5; Wessex Archaeology 2024a). Whilst the majority of these features remain of uncertain date, it is considered likely that, aside from a possible medieval example, all pertain to post-medieval agricultural activity, either as former field boundaries and/or drainage ditches, or as the remnants of strip cultivation (ridge and furrow; *ibid*).

- 1.1.5 A planning application (192928) submitted to Wokingham Borough Council, was granted in May 2021, subject to conditions. The following conditions relate to archaeology:

Condition 17 No development shall commence until a programme of archaeological work (which may comprise more than one phase of work) has been implemented in accordance with a written scheme of investigation, which has been submitted to and approved in writing by the local planning authority.

Reason: it is known that the site is likely to contain archaeological remains and further investigation is required to allow preservation and recording of any archaeological features or artefacts before disturbance by the development in accordance with National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment), Core Strategy policy CP3 and Managing Development Delivery Local Plan policy TB25. Details are required prior to commencement to ensure appropriate mitigation of any impacts on archaeology arising from construction works.

- 1.1.6 Following the results of the previously undertaken evaluation works, which highlighted possible Iron Age activity within Area 1 and a concentration of largely undated agricultural activity within Area 3 further archaeological mitigation has been deemed necessary by the Principal Archaeologist at Berkshire Archaeology, archaeological advisor to the Local Planning Authority (LPA). This mitigation will comprise the archaeological SMS excavation of three areas, as detailed within Table 1, located within Areas 1 and 3 of the development. Areas of additional trial trenching have also been identified, though these will be undertaken in accordance with a separate WSI (Wessex Archaeology 2025).
- 1.1.7 The proposed SMS excavation has been preceded by archaeological evaluations undertaken by Cotswold Archaeology (2018) and Oxford Archaeology (2019). A third evaluation was conducted by Wessex Archaeology (2024).

1.2 Scope of document

- 1.2.1 This WSI sets out the aims and objectives of the excavation, and the methods and standards that will be employed. It conforms to current best practice, as well as the Chartered Institute for Archaeologists' relevant standards and guidance (CIfA 2014a; 2023a–b) and the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a).
- 1.2.2 This document will be submitted to the Principal Archaeologist at Berkshire Archaeology, archaeological advisor to the LPA, for approval prior to the excavation.

1.3 Location, topography and geology

- 1.3.1 The scheme is located within a rural area to the south of Wokingham, with Waterloo Road to the east and Finchampstead Road to the west, Easthampstead Road bisects the eastern extent of the development area. The SMS locations currently comprise agricultural land. Area A (within Area 1) is located to the west of Brittons Farm, within a land parcel to the east of Easthampstead Road. Some small-scale development is located to the immediate west, with residential properties located on the opposite side of Easthampstead Road. Further to the west SMS Areas B and C are located to the west of Easthampstead Road,

with residential properties located immediately to the east. All areas are bordered by agricultural fields to the north and south, with additional agricultural land extending to the west of Areas B and C (Area 3). The field boundaries comprise hedgerows, areas of scrub, small, wooded areas, treelines and ditches, with the line of the Reading to London Waterloo railway positioned along the bordering fields to the north beyond which the built-up area of Wokingham is located.

- 1.3.2 Emm Brook, located along the north-western boundary of the scheme and transecting the western extent of the scheme on a north-west to south-east trajectory, is located to the west of Area 3.
- 1.3.3 The scheme is located within a relatively flat area, positioned slightly lower than land to the north of the railway line. Following the Emm Brook valley, ground levels across the site are recorded as gradually sloping from approximately 65 m Ordnance Datum (OD) in the east to 50 m OD in the west.
- 1.3.4 The bedrock geology is mapped as clay, silt and sand of the London Clay Formation with outcrops of sand of the Bagshot Formation located within the central and south-western extents of the scheme area. These sedimentary bedrocks were formed between 56 and 47.8 million years ago during the Palaeogene period. Overlying alluvial and Head clay, silt, sand and gravel deposits are concentrated along the Emm Brook valley, with concentrations of sand and gravel River Terrace Deposits mapped within the south-west and central north areas of the scheme (British Geological Survey 2024). It is noted that this geological sequence was confirmed during the preceding evaluations, with Area 1 found to contain a clay geology (Cotswold 2018) and Area 3 containing some outcrops of alluvial deposits and river terrace deposits overlying the clay geology (Wessex Archaeology 2024a).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior Heritage Desk-Based Assessment (HEDBA: WSP 2019), and during investigations by Cotswold Archaeology (2018) and AOC Archaeology (2017), as well as by Oxford Archaeology (2019). A further summary of the archaeological and historical background was then provided by WSP (WSP 2021) followed by Wessex Archaeology (2024b). To avoid repetition, this most recent summary (WSP 2021; Wessex Archaeology 2024b) is presented below. Additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the development

Trial Trench Evaluation (2018)

- 2.2.1 A programme of archaeological trial trench evaluation was conducted by Cotswold Archaeology (Cotswold Archaeology 2018), under WSP management, within the site. A total of 128 trenches was excavated, all within the footprint of the proposed road alignment, with a buffer of 20 m either side (approximately 60% of the consented application site). One trench, in the eastern part of the site, was widened to fully expose a potential feature (a post-medieval quarry pit), and a further trench which contained two pits, also in the eastern part of the site, was widened to ascertain if there were more features in the vicinity of the trench.
- 2.2.2 The majority of the trenches were archaeologically sterile with only nine trenches found to contain archaeology. Post-medieval ditches were recorded in six trenches in the west and central parts of the site, and a former quarry in one trench in the eastern part of the site.

2.2.3 Just one feature of note was recorded during the evaluation: a pit containing 15 sherds of Middle Iron Age pottery, seven fragments of fired clay and three items of metal working debris, thought to be possible evidence of ironworking. This was found within a trench on the eastern side of the site, together with another undated pit.

2.2.4 An environmental bulk sample was taken from the Middle Iron Age pit to evaluate the preservation of palaeoenvironmental remains in the area and recover environmental evidence of domestic or industrial activity on the site. A small, charred assemblage was recovered, including hulled wheat, emmer or spelt, thought to be possible evidence of dispersed domestic waste material rather than evidence of settlement activities in the immediate vicinity.

Trial Trench Evaluation (2019)

2.2.5 A programme of archaeological trial trench evaluation was conducted by Oxford Archaeology (Oxford Archaeology 2019) as part of a separate development scheme for a mixed-use development and SANG, partially extending into the current site.

2.2.6 In total 96 trial trenches were excavated, 25 of which were wholly or partly within the central and eastern parts of the site. An absence of archaeological remains was identified across the majority, with only field boundaries of little, if any, significance revealed. One small area of enhanced potential was identified within to the west of Britton's Farm, in the vicinity of the Iron Age pit found during the 2018 trial trench evaluation (Cotswold Archaeology 2018). Here, a number of undated ditches were identified. Though likely post-medieval in date, there remains the possibility, given their location, that these ditches relate to the Iron Age evidence found previously within this area. Historic field boundaries were also located and recorded within the central area of the SWDR site.

Trial Trench Evaluation (2024)

2.2.7 Wessex Archaeology conducted a trial trench evaluation comprising 36 trenches in selected areas across the scheme (Wessex Archaeology 2024a). Of the excavated trenches, ten contained archaeological remains pertaining to ditches and gullies considered to be of agricultural origin. A particular concentration of these features, thought to relate to boundaries and/or drainage ditches, with some evidence for ridge and furrow features also, was noted within Area 3 of the development. The majority of the excavated features, however, remain of uncertain date with one example likely of medieval origin and the remaining tentatively suggested to be post-medieval (ibid).

2.3 Archaeological and historical context

Prehistoric (970,000 BC – AD 43)

2.3.1 Aside from investigations undertaken in 2018, no archaeological remains pertaining to this period have been identified within the site bounds. The evaluation carried out in 2018 recorded a pit containing sherds of Middle Iron Age pottery, fragments of fired clay and items of metal working debris, suggestive of possible ironworking, concentrated within the eastern extent of the site.

2.3.2 The well-drained sands and gravels (located in small areas on the east and south-western sides of the site), close to the wetland resources of the Emm Brook and its tributaries, however, would have been attractive for early settlement/land exploitation. Indeed, seasonal activity may have been present within the area as, though limited in number, there have been finds from the Lower Palaeolithic to Neolithic periods located in the vicinity of the site. These consist of prehistoric flint scatters, primarily found during fieldwalking adjacent to the eastern end of the site.

- 2.3.3 It is notable that within the site's environs, several settlement and activity sites dating to the Bronze Age and Iron Age periods have been recorded, with some continuation into the Romano-British period also evidenced.

Romano-British (AD 43 – 410)

- 2.3.4 Despite the fact that evidence for the potential agricultural use of this area (possible enclosures and field systems) during the Roman period was found towards the eastern end of the site, including Roman pottery sherds during East Berkshire Archaeological Survey in 1984–86, the 2018 and 2019 archaeological evaluations found no finds or features from this period.

Medieval (AD 410 – 1500)

- 2.3.5 No finds or features have been recorded from the Anglo-Saxon period in the site or inner study area. It is likely that the site, at this time, lay within a largely wooded landscape.
- 2.3.6 Although there is evidence of some kind of medieval settlement activity in the vicinity of the Buckhurst Farm 750 m north-east of the site, there are no known features or finds dating to the later medieval period within the site, and a number of pottery sherds dating to this period found during fieldwalking in the area are likely to be the result of manuring rather than discrete areas of archaeology. As for the early medieval period, it is likely the site lay within a landscape of open fields or woodland during this period. Though aerial photographs and historic mapping of the site and surrounding area suggest the presence of former strip cultivation (ridge & furrow) no evidence of this was found during the 2018 and 2019 archaeological evaluations.

Post-medieval and modern (AD 1500 – present day)

- 2.3.7 The site has largely continued in agricultural use until the present day. A number of post-medieval ditches, most likely marking former field boundaries, were found during the 2018 and 2019 archaeological evaluations, while the 2018 evaluation also identified a former quarry, the latter also shown on historic maps of the area. Aerial photographs and historic mapping of the site and surrounding area also suggest the presence of former strip cultivation (ridge & furrow) but no evidence of this was found during the 2018 and 2019 archaeological evaluations. Further evidence relating to the agricultural history of the site (e.g. field boundaries, ditches, pits) is therefore likely to be encountered. Foundation remains of earlier 19th / 20th century buildings at the western edge of the site may also be encountered as development within this area began during this period. Continued development of the western extent of the site has since been undertaken.

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 With reference to the relevant ClfA standard (ClfA 2023a), the general aims (or purpose) of the excavation are to examine, record and interpret the archaeological resource within the specified area or site, and to disseminate the results, in accordance with methods and research objectives defined in the approved project design.

3.2 Research objectives

- 3.2.1 Following consideration of the archaeological potential of the site and the regional research framework (Hey and Hind 2014), the research objectives of the excavation are to:
- determine the date, nature and extent of activity during the Iron Age period;

- if possible, determine any factors/reasons for the location of Iron Age activity within this area, which appears at odds with other Iron Age sites which appear to favour lighter, more gravelly soils (Cotswold 2018);
- more closely determine a chronology for the agricultural features identified within Area 3 (Wessex Archaeology 2024a);
- determine the character of landscape organisation through the medieval and post-medieval periods, examining the effects of changing agricultural practices if possible.

4 FIELDWORK METHODS

4.1 Introduction

- 4.1.1 Compliance with health and safety regulations and requirements will take priority over archaeological considerations in all works.
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Principle Archaeologist and the client prior to being implemented.
- 4.1.3 The excavation will comprise the excavation, investigation and recording of three areas totalling 1.25 ha, as detailed within Table 1 (section 1.1; (Figs. 1, 4 - 5).
- 4.1.4 Area A is located within development Area 1 and has been sited due to the possible presence of Iron Age activity as defined within earlier evaluation results which indicated archaeological potential in this area.
- 4.1.5 The southern edge of Area A may be subject to extension should archaeological features continue beyond the existing limit of the excavation area (shown in green on Fig. 2). Consequently, machine excavation of the southern boundary of Area A should only cease once a buffer of at least 5 m has been established between the limit of excavation and the nearest archaeological feature.
- 4.1.6 Areas B and C are located within development Area 3 and have also been sited based on evaluation results which identified a concentration of linear features believed to represent field boundaries/drainage ditches and ridge and furrow features of medieval/post-medieval and uncertain date.

4.2 Setting out of the excavation area

- 4.2.1 The excavation areas will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in Figures 1, and 4 - 5. Minor adjustments to the layout may be required to take account of any on-site constraints, such as vegetation or located services, and to allow for machine manoeuvring. The locations of excavated areas will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.

4.3 Service location and other constraints

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints. Overhead utilities are present to the north of the excavation areas (Fig. 1) and the SMS areas have been sited outside of the relevant health and safety buffer zone.



4.4 Excavation methods

- 4.4.1 The excavation areas will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist and will proceed in level spits of approximately 50–200 mm until the upper-most archaeological horizon or the geological substrate is exposed. Where necessary, the surfaces of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the project aims and objectives. The following minimum sampling levels are proposed:
- 50% of all discrete archaeological features (e.g., pits, postholes);
 - 50% of all structural features (e.g., ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
 - 50–100% of features and deposits associated with specific domestic and/or industrial activities (e.g., hearths, ovens, kilns);
 - 100% of all inhumation and cremation burials, and other cremation-related deposits; and
 - 10–20% of all linear features (e.g., ditches, gullies), including all terminals and feature intersections.
- 4.4.3 If the sampling levels outlined above are not proportionate to the significance of the archaeological remains identified, the scope of works will be re-assessed in consultation with the Principal Archaeologist, with up to 100% of individual features or deposits being excavated as required.
- 4.4.4 Spoil from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval and, where appropriate, will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.
- 4.4.5 If human remains are uncovered, the specific methods outlined below (section 4.9) will be followed.
- 4.4.6 Consideration will be given to the use of accredited local metal detector operators, subject to written agreement regarding disclosure, surrender and ownership of finds not falling under the *Treasure Act 1996*.

4.5 Recording

- 4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.5.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid.
- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record the detail and general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes, which will embed appropriate metadata within the image and ensure



long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

4.6 Survey

- 4.6.1 The real time kinematic (RTK) survey of all excavated areas and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.

4.7 Monitoring

- 4.7.1 The client will inform the Principal Archaeologist of the start of the excavation and its progress. Reasonable access will be arranged for the Principal Archaeologist to make site visits to inspect and monitor progress. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Principal Archaeologist.

4.8 Reinstatement

- 4.8.1 Following the completion of the excavation to the satisfaction of the client and the Principal Archaeologist, the excavated areas will be left open, with no backfilling or other reinstatement undertaken.

4.9 Finds

General

- 4.9.1 Finds will be collected and retained in accordance with the selection strategy outlined in Appendix 2. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice Licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Should human remains require removal, all excavation and post-excavation will be in accordance with Wessex Archaeology protocols, and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.4 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.9.5 Wessex Archaeology will immediately notify the client and the Principal Archaeologist on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the Act (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.



4.10 Environmental sampling

Introduction

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011; Historic England 2015b).

Site-specific sampling strategy

- 4.10.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to target archaeological and landscape features in order to address the aims and objectives of the project, with reference to local or regional research agendas if appropriate. Any change in strategy will be agreed with the Principal Archaeologist.

Sampling methods

- 4.10.3 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and crop driers) should be prioritised for sampling over features, such as ditches or postholes, that are likely to contain reworked and residual material.
- 4.10.4 If waterlogged or mineralised deposits are encountered, an appropriate environmental sampling strategy will be agreed with the Principal Archaeologist. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.5 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records, and surveyed data from the excavation will be collated and checked. Context information will be entered into a database, which will be linked with surveyed data and other forms of specialist assessment data within a GIS.
- 5.1.2 Stratigraphic groups will be defined, and preliminary phasing undertaken using stratigraphic relationships, finds spot-dates and any other relevant information. The character, range, date, nature, condition and significance of the stratigraphic evidence will be assessed and reported on. Issues surrounding stratigraphic interpretation (e.g., due to truncation, redeposition, residuality) and phasing (e.g., due to low level of finds) will be identified.

5.2 Finds evidence

- 5.2.1 All retained finds will, as a minimum, be cleaned, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the project. The report will include a table of finds by period, material type and/or feature group. Recording and reporting will conform to the Type 2 (Appraisal) level according to the ClfA (n.d. a) *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology's conservation staff or another approved conservation centre.
- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and ClfA (2014b).

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 5.3.4 Recording and reporting will conform to the Type 2 (Appraisal) level according to the ClfA (n.d. a) *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.

5.4 Reporting

General

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, finds and environmental evidence, a draft post-excavation assessment report will be prepared in general accordance with relevant guidance (ALGAO 2015; ClfA 2023b). The draft report will be submitted for approval to the client and the Principal Archaeologist for comment. Once approved, a final version will be submitted.
- 5.4.2 The report will include the following elements:
- Non-technical summary;
 - Project background;
 - Archaeological and historical context;

- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the evidence might be able to meet the original aims and research objectives of the project;
- Updated Project Design, including summary of recommendations for any further analyses and updated project aims, with proposals for dissemination of the results, e.g., through publication (including a task list scheduling the personnel and resources required);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.4.3 A copy of the final post-excavation assessment report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format).

OASIS

5.4.4 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 The site falls within an area where there is currently no collecting museum. Every effort will be made to identify a suitable repository for the archive resulting from the fieldwork, and if this is not possible, Wessex Archaeology will initiate discussions with the local planning authority in an attempt to resolve the issue. If no suitable repository is identified, Wessex Archaeology will continue to store the archive but may institute a charge to the client for ongoing storage beyond a set period.

6.2 Transfer of title

6.2.1 The legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, will be contacted to request transfer of their ownership to the museum via a written agreement.

6.3 Preparation of archive

Physical archive

6.3.1 The physical archive will be prepared following the standard conditions for the acceptance of excavated archaeological material following nationally recommended guidelines (Brown 2011; ClfA 2014b; SMA 1995). The archive will usually be deposited within one year of completion of the project, with the agreement of the client.

Digital archive

- 6.3.2 The digital archive will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.
- 6.3.3 Full details of the collection, documentation, storage and selection of digital data are included in the project data management plan (DMP; Appendix 3).

6.4 Selection strategy

- 6.4.1 It is widely accepted that not all records and materials (artefacts and ecofacts) collected or created during an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's (n.d. b) *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 The project-specific selection strategy (Appendix 2) currently includes the on-site collection strategy for finds. The selection strategy will be modified as the project progresses, with specific review points at the assessment stage and on project completion, prior to final preparation of the archive for deposition.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file.

7 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results and engage with the local community through social media, press releases, open days and volunteer involvement, while accounting for issues such as health and safety, confidentiality and vandalism.

8 COPYRIGHT

8.1 Archive and report copyright

- 8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.



- 8.1.2 Digital copies of the final report will be made available to the Historic Environment Record (HER) through OASIS (online access to the index of archaeological investigations). Geospatial/survey data forming part of the digital archive will be supplied, on request, to the HER.

8.2 Third party data copyright

- 8.2.1 This document, the post-excavation assessment report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

9 WESSEX ARCHAEOLOGY PROCEDURES

9.1 External quality standards

- 9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of Conduct* (CIfA 2014c) and *Regulations for Professional Conduct* (CIfA 2019). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice and will normally be members of the CIfA.

9.2 Personnel

- 9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager.

- 9.2.2 The following key staff are proposed:

- Project Manager John Davey
- Fieldwork Director TBC

- 9.2.3 The assessment of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in Appendix 1.

- 9.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9.3 Internal quality standards

- 9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited



by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients.

- 9.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project, including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.
- 9.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

9.4 Health and safety

- 9.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.
- 9.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.
- 9.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.
- 9.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 9.4.5 All fieldwork staff are provided with relevant health and safety training to ensure they are able to work safely in a construction industry environment. This includes training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS). However, since May 2024 the Construction Skills Certification Scheme (CSCS) has ceased issuing cards to archaeologists.



9.5 Insurance

- 9.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

REFERENCES

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- ALGAO 2015. *Advice Note for Post-Excavation Assessment*. Association of Local Government Archaeological Officers.
- British Geological Survey 2024. *BGS Geology Viewer* <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> (accessed 04/07/2024).
- Brown, D. H. 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (revised edition). Archaeological Archives Forum.
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- ClfA 2014b (revised October 2020). *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading: ClfA.
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- ClfA n.d. a. *Toolkit for Specialist Reporting* <https://www.archaeologists.net/reporting-toolkit> (accessed 10/12/2023).
- ClfA n.d. b. *Toolkit for Selecting Archaeological Archives* <https://www.archaeologists.net/selection-toolkit> (accessed 10/12/2023).
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- SMA 1995. *Towards an Accessible Archaeological Archive*. London: Society of Museum Archaeologists.
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- Wessex Archaeology 2024a. *Wokingham Major Highways Programme, South Wokingham Distributor Road, Berkshire. Archaeological Evaluation Report*. Unpublished client report ref. 295081.3
- Wessex Archaeology 2024b. *Wokingham Major Highways Programme, South Wokingham Distributor Road, Berkshire. Written Scheme of Investigation for Archaeological Mitigation*. Unpublished client report ref. 295080.01
- WSP 2019. *SWDR Spine Road and Western Gateway: Historic Environment Desk-Based Assessment*. Unpublished client report.
- WSP 2021. *South Wokingham Distributor Road: Written Scheme of Investigation for Archaeological Strip, Map and Sample and Watching Brief*. Unpublished client report ref. 70026376-WSI.



APPENDICES

Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA; MSc	Archaeoentomological remains, animal bone, marine shell
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Richard Bradley	BA; MA; MCIfA	Battlefield artefacts, particularly Civil War period lead shot
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Dan Carter	BSc; PhD	Pottery with particular emphasis on post-Roman ceramics. Small and bulk finds including ceramic building material, fired clay, metalwork, clay tobacco pipe, stone, shale and glass
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Jessica Feito	BA; MSc; PhD	Archaeobotanical remains
Robert Francis	BSc, MSc, PhD	Anthracological remains, archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Hayley Hawkins	BSc; MSc	Geoarchaeology, marine geoarchaeology
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Cai Mason	BSc; MCIfA	Post-medieval finds, particularly glass
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Marek Lewcun		Clay tobacco pipe
Jack Oughton	MSci; PhD	Geoarchaeology, palynology, geology
Charlie Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA; MSc	Archaeobotanical remains
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Mark Stewart	BA; MPhil	Prehistoric flint, worked stone, ceramic building material, glass, fired clay
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood
Kevin Trott	BA	Pottery from the Iron Age to early modern period, with emphasis on later Iron Age/Romano-British and medieval to post-medieval periods. Ceramic building material, fired clay/briquetage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Jessica Waterworth	BA; MSc	Animal bone
Thomas Wicks	BA; MA	Conservation of objects
Daniel Young	BSc; MSc; PhD	Geoarchaeology, palaeoecology, deposit modelling



Appendix 2 Selection strategy



SELECTION STRATEGY

Project Information

Project name		
Wokingham Major Highways Programme, South West Distributor Road, Berkshire		
Project code(s)		
295082		
Version control		
Issue	Date	Description/summary of revisions
1	17/03/2025	Selection strategy created
Project management		
Organisation	Wessex Archaeology (WA)	
Project Manager	Fieldwork: John Davey Post-excavation: tbc	
Archaeological Archive Manager(s)	Jessica Irwin	
Stakeholders		Date Contacted
Collecting Institution(s)	No collecting museum Archaeology Data Service	
Project Lead / Project Assurance	Lead: tbc Assurance: John Davey	N/A
Landowner / Developer	Wokingham Borough Council	
Local planning authority (LPA) curatorial service / archaeological advisor	Principal Archaeologist at Berkshire Archaeology	
Other (external)	N/A	
Other (internal)	WA Finds Manager (Rachael Seager Smith) WA Environmental Manager (Sander Aerts) WA Geomatics Manager (Chris Breeden) WA finds and environmental specialists (see project design/WSI)	N/A; briefed as part of standard project process
Resources		
Resources required	WA finds and environmental specialists; external finds and environmental specialists (where applicable); WA archives team	
Context		
This overarching selection strategy document is based on the ClfA (n.d.) <i>Archives Selection Toolkit</i> and relates to archaeological project work being undertaken by Wessex Archaeology as defined in the project design/WSI(s). Relevant standards, policies and guidelines consulted include: General - Archaeological Archives Forum [AAF] 2011. <i>Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation</i> (revised edition). - Society of Museum Archaeologists [SMA] 1993. <i>Selection, Retention and Dispersal of Archaeological Collections</i>. London: Society of Museum Archaeologists.		



Relevant research agendas

- Hey, G. and Hind, J. 2014. Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas. Project Report. Oxford Wessex.

Finds

- Barclay, A., Knight, D., Booth, P., Evans, J., Brown, D. H., and Wood, I. 2016. *A Standard for Pottery Studies in Archaeology*. PCRG, SGRP and MPRG.
- Chartered Institute for Archaeologists [CIfA] 2014 (revised October 2020). *Standard and guidance for the collection, documentation, conservation, and research of archaeological materials*. Reading: Chartered Institute for Archaeologists.

Environmental

- English Heritage 2008. *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*. Swindon: English Heritage.
- English Heritage 2010. *Waterlogged Wood: guidelines on the recording, sampling, conservation and curation of waterlogged wood*. Swindon: English Heritage.
- English Heritage 2011. *Environmental Archaeology. A Guide to Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd edition). Portsmouth: English Heritage.
- Historic England 2015. *Geoarchaeology: using earth sciences to understand the archaeological record*. Swindon: Historic England.
- Historic England 2018. *Waterlogged Organic Artefacts: guidelines on their recovery, analysis and conservation*. Swindon: Historic England.

Research objectives of the project

The research objectives of the project, as stated in the relevant project design/WSI, are to:

- determine the date, nature and extent of activity during the Iron Age period;
- if possible, determine any factors/reasons for the location of Iron Age activity within this area, which appears at odds with other Iron Age sites which appear to favour lighter, more gravelly soils (Cotswold 2018);
- more closely determine a chronology for the agricultural features identified within Area 3 (Wessex Archaeology 2024a);
- determine the character of landscape organisation through the medieval and post-medieval periods, examining the effects of changing agricultural practices if possible.

Review Points

Consultation with all Stakeholders regarding project-specific selection decisions will be undertaken at a maximum of three project review points:

1. Data gathering: on site, if any unforeseen discovery necessitates an amendment to the proposed collection strategy, or if adjustments are made to any sampling strategy
2. End of data gathering (assessment stage)
3. Archive compilation

Section 1: Digital Data

Stakeholders

WA Project Manager; WA Archives Manager; WA Geomatics Manager; LPA curatorial service / archaeological advisor; ADS

Selection

This document is designed to link to the project data management plan (DMP).

To promote long-term future re-use, deposition file formats will be of archival standard, open source and accessible in nature following national guidance and the requirements of the digital repository.

Any sensitive data will be handled according to Wessex Archaeology data policy to ensure it is stored and transferred securely. The identity of individuals will be protected in line with GDPR. If required, data will be



anonymised and redacted. Selection and retention of sensitive data for archival purposes will occur in consultation with the client and relevant stakeholders. Confidential data will not be selected for archiving and will be handled as per contractual obligation.

Type	Selection strategy	Review points
Site records	Most records will be completed digitally on site (with the exception of registers). All will be selected for deposition.	3
Reports	To include project designs/WSIs, interim reports, client reports and (where possible, subject to copyright restrictions) publication reports. Final versions only will be selected for deposition.	2, 3
Specialist reports	Specialist reports will generally be incorporated in other documents with only minimal editing (reformatting, etc), and will be selected only if the original differs significantly from the incorporated version.	2, 3
Photographic media (site recording)	Substandard and duplicate images will be eliminated; pre-excavation images may not be selected where duplicated by post-excavation shots; working shots will be selected to include only good quality images with potential for re-use and those integral to understanding features, their inter-relationships and location on site; site condition and reinstatement photos will not be selected.	2, 3
Photographic media (objects)	Images of individual or groups of objects, to include those of significance selected for publication and reporting. Substandard and duplicate images will be eliminated; all others will be selected.	3
Photographic media (photogrammetry)	Terrestrial photogrammetry recording will generate orthographic images that will be subject to selection. For those features or finds that are particularly significant, 3D models may be generated and deposited but the constituent photos will only be selected where models have been selected and OBJs are to be deposited, and where re-processing may have some archaeological value (e.g., very significant features, or where the model is less accurate than the surveyed georeference targets or of lower quality and the quality of the original photos is good enough to represent a reasonable chance of better future outcomes).	2, 3
Photographic media (community engagement and other activities)	General shots, promotional videos, etc. None will be selected, unless images are generated that are not duplicated in the main site record, but which have specific archaeological value.	3
Survey data	Site survey data will be used to generate CAD/GIS files for use in post-excavation activities. Shapefiles of both the original tidied survey data, and the final phased drawings will be selected.	2, 3
Databases and spreadsheets	Context, finds and environmental data in linked databases. Final versions will be selected. Any specialist data submitted separately will also be selected.	2, 3
Administrative records	Includes invoices, receipts, timesheets, financial information, email correspondence. None will be selected, with the exception of any correspondence relating directly to the archaeology.	3
De-selected digital data		



De-selected data will be stored on WA secured servers on offsite storage locations during the lifetime of the project. This data may also be used for teaching or reference collections by the museum, or by WA unless otherwise required by contractual or copyright obligations.

Amendments

Date	Amendment	Rationale	Stakeholders

Section 2: Documents

Stakeholders

WA Project Manager; WA Archives Manager; receiving Museum; LPA curatorial service / archaeological advisor

Selection

A security copy of all paper/drawn records will be prepared on completion of the project, in the form of a digital PDF/A file.

Note that information may be redacted to comply with GDPR legislation.

Type	Selection strategy	Review points
Site records	Selected records only will be completed in hard copy on site (registers, some graphics). All will be selected for deposition.	3
Reports	Hard copies of all reports (project designs/WSIs, interim reports, post-excavation assessment reports, publication reports). All will be selected for deposition, with the exception of earlier versions of reports which have been clearly superseded.	2, 3
Specialist reports and data	Specialist reports will generally be incorporated in other documents with no significant editing. Supporting data is more likely to be included in the digital archive, but if supplied in hard copy and not incorporated elsewhere, this will be selected.	2, 3
Photographic media	X-radiographic plates: all will be selected.	3
Working notes	Rough working notes, annotated plans, preliminary versions of matrices etc, will not be selected.	3
Administrative records	Invoices, receipts, timesheets, financial information, hard copy correspondence. None will be selected, with the exception of any hard copy correspondence relating directly to the archaeology.	3

De-selected documents

De-selected sensitive analogue data will be destroyed (shredded) subject to final checking by the WA Archives team with the remainder recycled. Possible exceptions include records retained for business purposes, including promotional material, teaching and internal WA library copies of reports.

Amendments

Date	Amendment	Rationale	Stakeholders

Section 3.1 Materials – Artefacts (bulk and registered finds)

Stakeholders



WA Archives Manager; WA Finds Manager; WA specialists; external specialists (where applicable); receiving Museum; LPA curatorial service / archaeological advisor; landowner

Selection

Human remains are not included in this selection strategy; their recovery and subsequent treatment and curation will be governed by a Ministry of Justice licence(s).

The on-site finds recovery strategy is given below; it is of necessity fairly generic. This will be reviewed and updated at the project assessment stage, once all collected finds have been processed and quantified. Amendments may be made prior to that on site in the event of unforeseen discoveries necessitating adjustments to recovery or sampling strategies (e.g., production sites, large concentrations of building debris, 'burnt mounds').

Throughout the following section, 'stratified' is taken to include topsoil deposits, while 'unstratified' indicates anything completely separated from context, e.g., spoilheap finds, or surface finds other than those directly associated with underlying features.

Type	Selection strategy	Review points
Animal bone	All will normally be collected from stratified contexts. Selection could be recommended at next review point, dependent on stratigraphic integrity, condition and size of assemblage.	2, 3
Building materials (other, e.g., mortar, plaster, <i>opus signinum</i>)	If found <i>in situ</i> , these should be recorded on site and, if appropriate, a small sample of <i>opus signinum</i> or wall plaster (not mortar) retained for further examination. Loose fragments of mortar or <i>opus signinum</i> should not be collected, but their presence on site should be noted. All loose wall plaster will be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Burnt (unworked) flint	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Ceramic building material	All CBM from stratified contexts will be collected and reviewed at the processing stage. If <i>in situ</i> structures are encountered, these should be fully recorded on site, but samples of components may be collected for a closer examination of form, fabric and dimensions. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Ceramic objects	Includes spindlewhorls, loomweights, slingshot, portable kiln furniture, etc. All will be collected, including any unstratified examples.	2, 3
Clay tobacco pipes	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Coins	All will be collected, including unstratified finds.	2, 3
Fired clay	Includes structural material ('daub') as well as briquetage, and undiagnostic fragments. All will be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Glass, vessel and window	All will normally be collected from stratified contexts. Unstratified post-medieval/modern material will not be collected, unless of intrinsic interest. If large-scale post-medieval/modern bottle dumps are encountered, items will be recorded <i>in situ</i> as far as possible, and a small sample collected. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Glass, objects	All will be collected, including unstratified finds	2, 3



Jet, shale, amber	All will be collected, with the possible exception of unstratified unworked shale or shale-working waste. Selection could be recommended at next review point, dependent on condition.	2, 3
Leather and textile	All will be collected, including unstratified finds. Selection could be recommended at next review point, dependent on date and condition.	2, 3
Marine shell	All will normally be collected from stratified contexts. If large-scale dumps are encountered, an appropriate sampling strategy may be employed with the aim of characterising the shell assemblage (species, condition, potential sources, management of oyster beds, etc). All shell-working waste will be collected. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Metalwork	All will be collected from stratified contexts, with the exception of obviously modern (19th-/20th-century) objects found in topsoil/overburden or unstratified. Selection likely to be recommended at next review point.	2, 3
Metalworking residues	All will be normally collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Pottery, prehistoric	All will be collected, including unstratified finds.	2, 3
Pottery, all other periods	All will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest will be collected, unless this is the only datable material recovered. Selection could be recommended at next review point.	2, 3
Stone, building	<i>In situ</i> architectural fragments and other building material may be recorded on site rather than collected, and samples taken for geological identification. Other building stone will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest (e.g., architectural fragments). Selection likely to be recommended at next review point.	2, 3
Stone, portable objects	All will be collected from stratified contexts. From unstratified contexts, only identifiable objects.	2, 3
Stone, unworked	Unworked stone will only be collected if considered to be archaeologically significant, i.e., included in features intentionally, or thought to have fulfilled a specific function.	2, 3
Worked bone and antler	Includes finished objects as well as boneworking waste. All will be collected, including unstratified finds.	2, 3
Worked flint	All will be collected.	2, 3
Worked wood	This includes all structural timbers as well as any portable objects (e.g., vessels, implements, etc). Structural timbers found <i>in situ</i> should be recorded stratigraphically but may be sampled for species identification and/or dating without full recovery. All other will be collected, with the exception of unstratified and undiagnostic pieces. Selection could be recommended at next review point.	1 (if <i>in situ</i> finds encountered), 2, 3
Uncollected material		
Finds outside the categories proposed for on-site collection will not normally be recorded beyond a general comment on site recording sheets on the presence and nature of large concentrations (e.g., building materials, modern debris), but if specific sampling strategies are employed to deal with, for example, production waste,		



then a more accurate guide to the actual size of the parent assemblage (and thus the sample percentage) will be given.

Any uncollected material will be left *in situ* or (if collected and then de-selected) re-incorporated into the site.

De-selected material

Consideration will be given to the suitability for use for handling or teaching collections by the museum or Wessex Archaeology, or whether they are of particular interest to the local community. De-selected material will either be returned to the landowner or disposed of. All will be adequately recorded to the appropriate level before de-selection.

Amendments

Date	Amendment	Rationale	Stakeholders

Section 3.2 Materials – Palaeoenvironmental material

Stakeholders

WA Archives Manager; WA Environmental Manager; WA specialists; external specialists (where applicable); receiving Museum; LPA curatorial service / archaeological advisor

Selection

All suitable contexts will be considered for environmental sampling. All environmental sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015), and as stated in the relevant project design/WSI(s).

Type	Selection strategy	Review points
Unprocessed samples	In the event of any samples being eliminated from processing due to lack of archaeological significance, these will not be retained.	2, 3
Unsorted residues	Residues from samples not proposed for further analysis will be de-selected, with the possible exception of any taken for the recovery of human remains.	2, 3
Assessed flots with no extracted materials	Assessed flots with no extracted materials are considered to be devoid of any significant environmental evidence and will be de-selected.	2, 3
Assessed or analysed flots with extracted materials	All analysed samples will be selected; assessed flots with extracted materials with no further research potential (to be established on a sample by sample case) may be de-selected.	2, 3
Charred and waterlogged plant remains	All extracted plant remains will be selected	3
Mollusca	All extracted mollusca will be selected	3
All other analysed material (e.g., insects, pollen)	All material will be selected	3

Uncollected material

Any uncollected material will be left *in situ* or re-incorporated into the site.

De-selected material

De-selected material from samples will be disposed of after processing and post-excavation recording. All processed material will be adequately recorded to the appropriate level before de-selection.

Amendments

Date	Amendment	Rationale	Stakeholders
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Appendix 3 Data management plan



DATA MANAGEMENT PLAN

Section 1: Project administration/details

Project name		
Wokingham Major Highways Programme, South Wokingham Distributor Road, Berkshire		
Wessex Archaeology project number(s)		
295082		
External references		
Local Planning Authority and planning reference(s): Wokingham Borough Council Planning Ref. 192928		
Project description		
Wessex Archaeology has been commissioned to produce a written scheme of investigation (WSI) for a proposed archaeological Strip, Map and Sample excavation (SMS) of three areas totalling 1.25 ha located south of Wokingham, between Waterloo Road in the east (NGR 482954 167870) and Finchampstead Road in the west (NGR 480933 167875). Following the results of the previously undertaken evaluation works, which highlighted possible Iron Age activity within Area 1 and a concentration of largely undated agricultural activity within Area 3 further archaeological mitigation of these areas has been deemed necessary. Area A will be located within Area 1, and Areas B and C will be located within Area 3.		
Client		
Balfour Beatty 3rd Floor Denmark Court 18 Market Place Wokingham Berkshire RG40 1AL		
Project manager		
- Fieldwork: John Davey, Project Manager, Wessex Archaeology - Post-excavation: tbc, Wessex Archaeology		
Principal investigator/researcher		
- Site director: tbc, Wessex Archaeology - Principal report writer: tbc, Wessex Archaeology		
Data contact person		
Jess Irwin, Senior Archives Officer, Wessex Archaeology		
Version control		
Issue	Date	Description/summary of revisions
1	17/03/2025	DMP created
Related documents, data management policies and guidance		
Project design/project-specific documentation		
- Wessex Archaeology 2025. <i>Wokingham Major Highways Programme, South Wokingham Distributor Road, Berkshire. Written Scheme of Investigation</i>. Unpublished report ref. 295082.01. - Project-specific Selection Strategy. Unpublished report ref. 295082.02. - Wessex Archaeology 2024. <i>Wokingham Major Highways Programme, South Wokingham Distributor Road, Berkshire. Archaeological Evaluation Report</i>. Unpublished client report ref. 295081.3		

Wessex Archaeology guidance, standards, policy and procedures

- Fieldwork/recording manuals
- Survey guide
- Photography guide
- Context/finds/environmental database and software user guides
- Style guide for reporting
- Archive preparation manual
- Project Management System end user manual
- Project Management System project management and accounting manual
- Quality Management System (QMS) policy, manual and process procedures
- Data protection and security policy and procedures (<https://www.wessexarch.co.uk/our-privacy-policy>)
- Data policies and procedures
- Copyright and Intellectual Property Rights (IPR) policy/procedures

External/national standards and guidance

This DMP has been compiled with reference to:

- Archaeology Data Service [ADS] 2013. *Caring for Digital Data in Archaeology: a guide to good practice*. Archaeology Data Service & Digital Antiquity Guides to Good Practice. Oxford: Oxbow Books.
- Archaeology Data Service [ADS] 2023. *Selection and appraisal of data*, <https://archaeologydataservice.ac.uk/help-guidance/how-to-prepare-data/selection-guidance/> (accessed 10/12/2023).
- Brown, D. H. 2011. *Archaeological Archives: A guide to best practice in creation, compilation, transfer, and curation* (2nd edition). Reading: Institute of Field Archaeologists/Archaeological Archives Forum.
- Chartered Institute for Archaeologists [CIfA] 2014 (revised October 2020). *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*. Reading: Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists [CIfA] 2014 (revised October 2020). *Standard and guidance for the collection, documentation, conservation, and research of archaeological materials*. Reading: Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists [CIfA] 2023. *Universal Guidance for Archaeological Excavation*. Reading: CIfA.
- Chartered Institute for Archaeologists [CIfA] n.d. *Toolkit for Selecting Archaeological Archives*, <https://www.archaeologists.net/selection-toolkit> (accessed 10/12/2023).
- Chartered Institute for Archaeologists [CIfA] n.d. *Toolkit for Managing Digital Data*, <https://www.archaeologists.net/digdigital> (accessed 10/12/2023).
- Digital Curation Centre [DCC] 2023. *Data Management Plans*, <https://www.dcc.ac.uk/resources/data-management-plans> (accessed 10/12/2023)
- English Heritage 2012. *MIDAS: the UK Historic Environment Data Standard Version 1.1. Best practice guidelines*. Forum on Information Standards in Heritage (FISH).
- Forster, M. 2019. *Work Digital/Think Archive. A Guide to Managing Digital Data Generated from Archaeological Investigations*. Historic England, Chartered Institute for Archaeologists and DigVentures.
- Historic England 2015. *Digital Image Capture and File Storage*. Swindon: Historic England.
- Whyte, A. and Wilson, A. 2010. *How to Appraise & Select Research Data for Curation* (revised 15/08/16, v.1.1). Edinburgh: Digital Curation Centre. <https://www.dcc.ac.uk/guidance/how-guides/appraise-select-data> (accessed 10/12/2023).



Section 2: Data collection/creation

Data to be collected/created		
Data types that may be collected/created as part of this project are tabulated below. Detail on data types/formats/quantities intended for deposition will be added to this DMP as the project progresses; archive quantities will be specified prior to deposition.		
Type	Format	Archive quantity
Digital pro forma site records (context sheets, environmental sample records, trench sheets etc)	PDF (deposited in .pdf and converted to .pdf/a by ADS)	tbc
Spreadsheets (stratigraphic/contextual data, specialist data tables, metadata tables etc)	MS Excel (.xlsx, deposited in .xlsx and converted to .csv by ADS) and/or .csv	tbc
Spatial/survey data	ESRI shapefile (.shp, .shx and .dbf, plus associated files)	tbc
Site photographs (record, working and condition monitoring)	Raster image file (.jpeg)	tbc
Digital security copy scans of site permatrace drawings (plan and section drawings)	Raster image file (.tiff or .jpeg)	tbc
Digital security copy scans of paper site registers/records (context index, finds and samples registers, photo register, drawing register etc)	PDF (deposited in .pdf and converted to .pdf/a by ADS)	tbc
Grey literature/client reports (e.g., Project Design/Written Scheme of Investigation, Post-excavation assessment and Updated Project Design) and individual specialist reports	MS Word (.docx, compiled and converted to .pdf at each issue, final versions deposited in .pdf and converted to .pdf/a by ADS)	tbc
How data will be collected/created		
Data standards, collection/creation methods, storage and file naming Data will be collected/created in accordance with the Project Design and Wessex Archaeology's internal guidance, standards, policies and procedures, as informed by relevant best practice guidance and standards (see Section 1). Wessex Archaeology uses standardised procedures for: • data capture through site recording, survey and photography • data processing and management • post-excavation (e.g., specialist finds and environmental) data recording • digital archive preparation (including metadata creation) Data collected/created during the project will preferentially employ standardised file formats and be version controlled in accordance with Wessex Archaeology's standard procedures. Standardised project folder structures are used to organise and compartmentalise project-specific data held on Wessex Archaeology's servers. Standardised file naming conventions, which include unique identifiers, are used for site records and photographs, geospatial/survey data and project/client reports. For example: • Context record: <i>WA_ProjectNumber_ContextNumber_Context_Record.pdf</i> • Site photographs: <i>ProjectNumber_CameraNumber_Timestamp_ImageNumber.jpeg</i> • Post-excavation assessment report: <i>ProjectNumber_SiteName_PXA.docx/.pdf</i>		



To facilitate data sharing and promote long-term future re-use, deposition file formats will be of archival standard, open-source and accessible in nature (e.g., standardised, openly documented and, where possible, non-proprietary), following national guidance (see Section 1) and the requirements of the Trusted Digital Repository (see Section 6).

Quality Assurance

Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of Conduct* and *Regulations for Professional Conduct*.

Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), independently audited by the British Standard Institution (BSI), confirming the operation of a Quality Management System that complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services.

Project data is subject to quality control/checking at multiple stages, from collection/creation through to preparation of the archive for deposition, in accordance with Wessex Archaeology's Quality Management System (see Section 1).

Devices used in data collection are regularly maintained, calibrated and checked to ensure they are in full working order.

Section 3: Documentation and metadata

Documentation and metadata

Data collected/created as part of the project will preferentially employ standard formats that maximise opportunities for use and re-use (see Section 2).

Archived data will be accompanied by metadata in line with Archaeology Data Service (ADS) guidance. The metadata will be created automatically and/or manually during data collection/creation and preparation of the archive for deposition.

Where archives are suitable for ADS 'easy' deposition, Collection Level Metadata will be automatically applied on deposition from the associated OASIS record. A Collection Level Metadata Summary will be completed prior to deposition for projects requiring 'bespoke' ADS deposition; this will combine the overarching project details and a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables will be populated using the standard format for each data type as recommended by the ADS.

A catalogue documenting the contents of the physical and digital archive will be deposited with the Museum and Trusted Digital Repository (see Section 6).

Data documentation will meet the requirements of the Museum and Trusted Digital Repository.

Section 4: Ethics and legal compliance

Management of ethical, copyright and Intellectual Property Rights (IPR) issues

Wessex Archaeology has policies and procedures for dealing with personal information that meet the requirements of the *Data Protection Act 2018* (see Section 1). These detail what information Wessex Archaeology collects, the purpose of collecting this data, how it will be processed, stored, transferred and disposed of. Any sensitive data will be handled according to Wessex Archaeology data policy to ensure it is stored and transferred securely. The identity of individuals will be protected in line with the *General Data Protection Regulation* (GDPR). If required, data will be anonymised and redacted. Selection and retention of sensitive data for archival purposes will occur in consultation with the client and other relevant stakeholders. Confidential data will not be selected for archiving and will be handled as per contractual obligations.

The full copyright of the project archive will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. Formal agreement to include data from external specialists and contractors is secured on the engagement of the specialist or contractor. The project archive (including project reports) may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

Deposit licences will be agreed with the Museum and Trusted Digital Repository (see Section 6) before data is deposited.

Permissions and/or licence agreements linked with data sharing (see Section 7) will form part of the project archive.



Section 5: Storage and backup

Data access, storage and backup

Risks to data security are managed in accordance with Wessex Archaeology's data policies and procedures (see Section 1).

Wessex Archaeology office networks are secured behind managed firewalls that are upgraded, updated, and reviewed on a regular basis. Access to data is strictly controlled through security rights, authentication complexity protocols and controlled access requests.

Collaboration with external parties, where required, will be enabled via data access and sharing protocols that do not jeopardise data security. External specialists and contractors will be provided only with necessary files/data, using permissions-based access.

Data storage and backup procedures used by Wessex Archaeology to manage and secure working project archives are integral to standard project data collection/creation methods; see details in Section 2.

Wessex Archaeology also implement various levels of backup and disaster recovery. Daily, weekly, monthly and annual backups and data replication are carried out. Wessex Archaeology is Cyber Essentials certificated.

Section 6: Selection and preservation

Data to be retained, shared and/or preserved

Not all digital data will be archived. In order to create a high quality, sustainable, concise and easily intelligible archive, all data will undergo a process of selection prior to deposition, as detailed in the project-specific Selection Strategy (see Section 1).

The Selection Strategy and DMP will be updated at project review points (e.g., at each stage of reporting and before deposition). Each iteration of the Selection Strategy and DMP will be finalised in agreement with the client and other project stakeholders. Where relevant, copies of the Selection Strategy and DMP will be included in project reports as appendices. The final versions of the Selection Strategy and DMP will be included in the deposited archive.

Selection will be informed by the Project Design (see Section 1), defined against the project research aims, regional and national research frameworks, specialist advice and the significance of the project results. The selected contents of the archive will be commensurate with their potential for re-use, future research and public benefit, and subject to any restrictions on data sharing (see Section 7) and considerations of financial and environmental sustainability.

Data selected for archiving will be converted to deposition file formats as required (see Section 2).

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3.

The project is expected to provide information suitable for inclusion in the Historic Environment Record (HER) (e.g., for the purposes of archaeological research or development control within the planning process).

With the agreement of project stakeholders, the data archive for projects with negative archaeological results will consist of the approved report(s) and a limited selection of images, deposited with ADS via OASIS.

Long-term preservation plan for the dataset

The digital archive will be deposited with the Archaeology Data Service (ADS), which is a Trusted Digital Repository with Core Trust Seal.

The site falls within an area where there is currently no collecting museum. Upon identification of a suitable final repository for the physical archive, copies of files forming part of the digital archive will also be transferred to them on request.

Approved client/grey literature reports will be made available via OASIS and supplied directly, on request, to the Historic Environment Record (HER).

Contact with intended data repository

The ADS will be contacted prior to deposition of the digital archive where necessary (e.g., for projects requiring 'bespoke' deposition).



The final repository for the physical archive, once determined, will be contacted to ascertain their requirements for its content and delivery.

Archiving costs

Archiving costs will be reviewed at appropriate stages during the creation and implementation of the (iterative) Project Design (see Section 1), and quotes obtained from the intended data repository where relevant.

The resources required to implement the archiving strategy agreed with project stakeholders will be subject to contractual arrangements.

Section 7: Data sharing and accessibility

Data sharing plan

The project results will be disseminated through grey literature/client reports and, where appropriate, publication – the format and scope of which will be agreed with the client and other project stakeholders as detailed in the relevant iteration of the Project Design (see Section 1). The location of the project archive will be included in grey literature/client reports and publications.

Subject to stakeholder agreement, the project results may also be shared via a range of accessible media and portals.

The ADS will disseminate the deposited digital archive under its Terms of Use and Access, data sharing guidelines and deposition licence, and the dataset will receive a unique identifier Digital Object Identifier (DOI).

An OASIS form will be completed for each phase of work associated with the project. Alternatively, details relating to individual phases of work will be collated under a single OASIS entry. The location(s) of the archive will be added to OASIS on deposition. Approved versions of client/grey literature reports will be uploaded to the associated OASIS record(s).

Digital copies of approved client/grey literature reports will be made available to the Historic Environment Record (HER) through OASIS. Geospatial/survey data forming part of the digital archive will be supplied, on request, to the HER.

Copies of files forming part of the digital archive will also be transferred to the Museum on request.

Data sharing restrictions

Data sharing will be subject to any restrictions identified in consultation with the client and other project stakeholders, e.g., those linked with client confidentiality, contractual obligations, commercial sensitivities, copyright/Intellectual Property Rights (IPR), legal compliance, ethical issues, security concerns and any other restrictions or sensitivities (see Section 4).

Exclusive use of the data may be required for limited periods where client approval is required, or longer term, dependent on the nature of sensitivities or restrictions identified with project stakeholders. A data sharing agreement (or equivalent) will be adhered to via a deposition licence. Agreed restrictions on data sharing will be documented through updates to the DMP and within the project archive.

Section 8: Responsibilities

Responsibilities

Project team

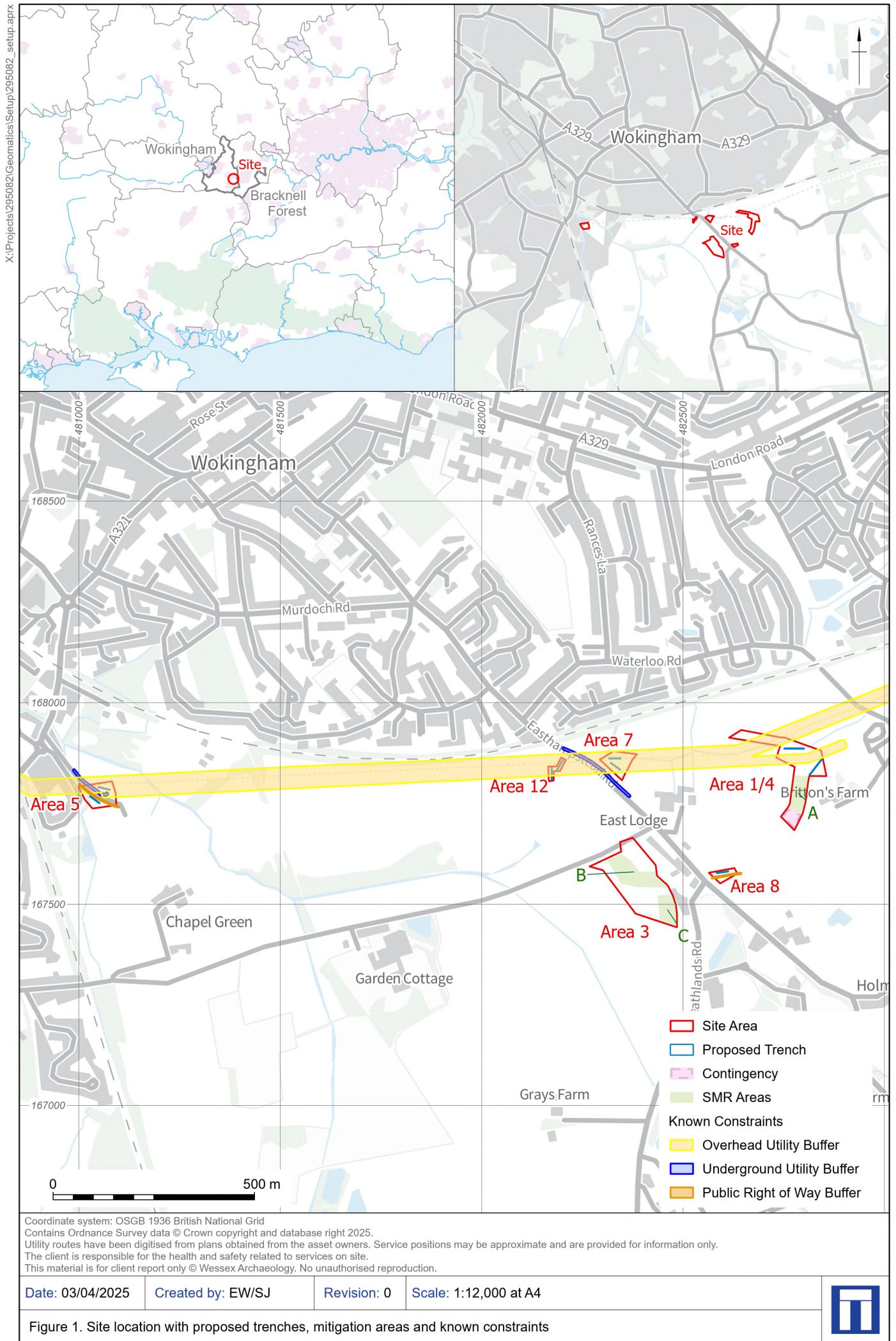
- Project manager(s): responsible for overseeing all aspects of the project from initiation to completion, including the implementation of the DMP and ensuring it is revised at relevant stages
- Project team members: responsible for data collection/creation, uploading/transfer and quality control (assured by the Project Manager)
- Core members of the project team are detailed in the Project Design (see Section 1)

Organisational-level responsibilities

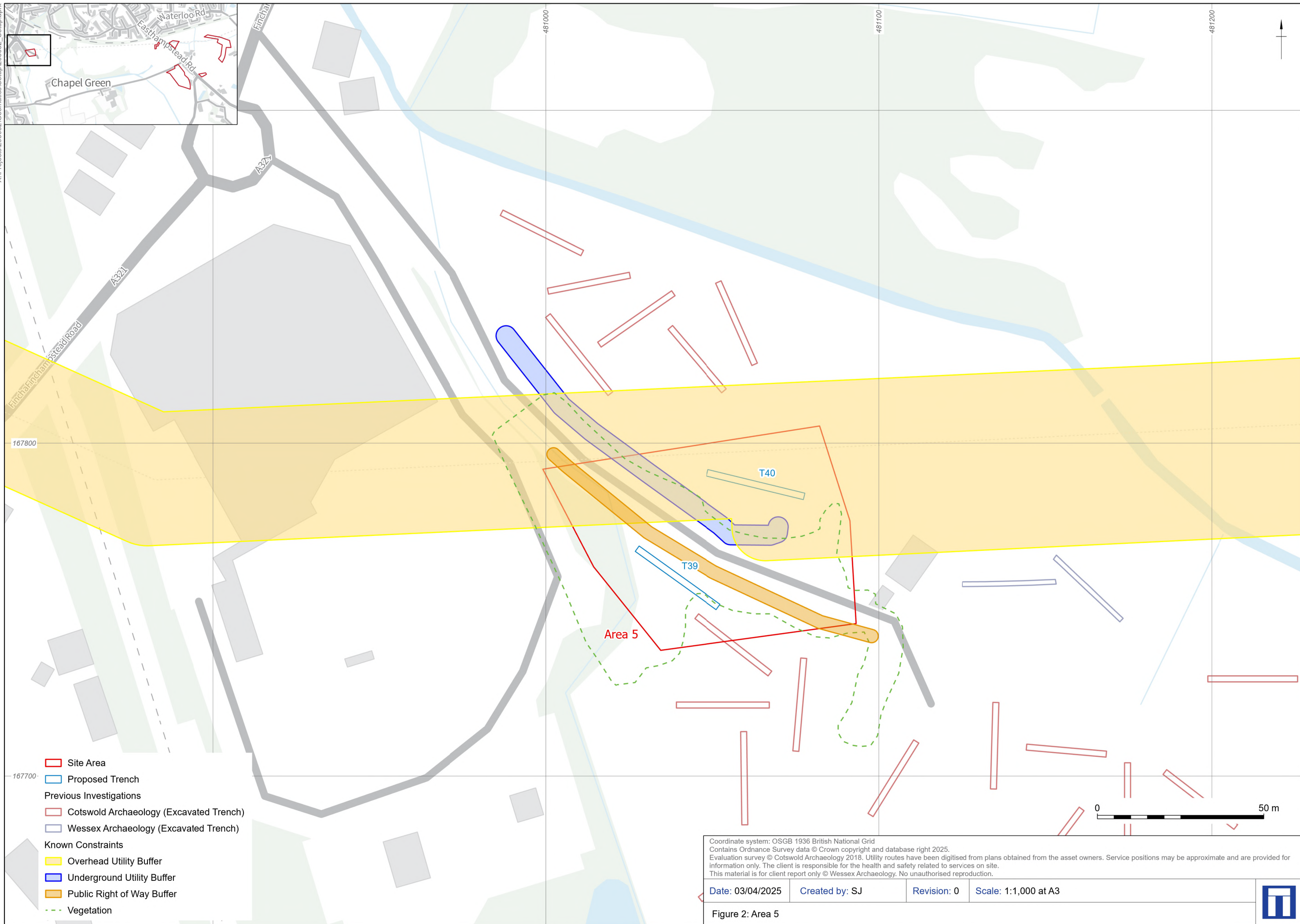
- Archives team: responsible for preparation (including metadata production) and deposition of the project archive (including implementation of the approved Selection Strategy and DMP)



- Geomatics team: responsible for processing and quality control of geospatial (e.g., survey) and photogrammetric data, and maintenance of data collection equipment (e.g., cameras and survey instruments)
- IT team: responsible for development, maintenance/operation and support of the company's IT infrastructure (including data storage and backup facilities)



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- Site Area
- Proposed Trench
- Previous Investigations
- Cotswold Archaeology (Excavated Trench)
- Wessex Archaeology (Excavated Trench)
- Known Constraints
- Overhead Utility Buffer
- Underground Utility Buffer
- Public Right of Way Buffer
- Vegetation

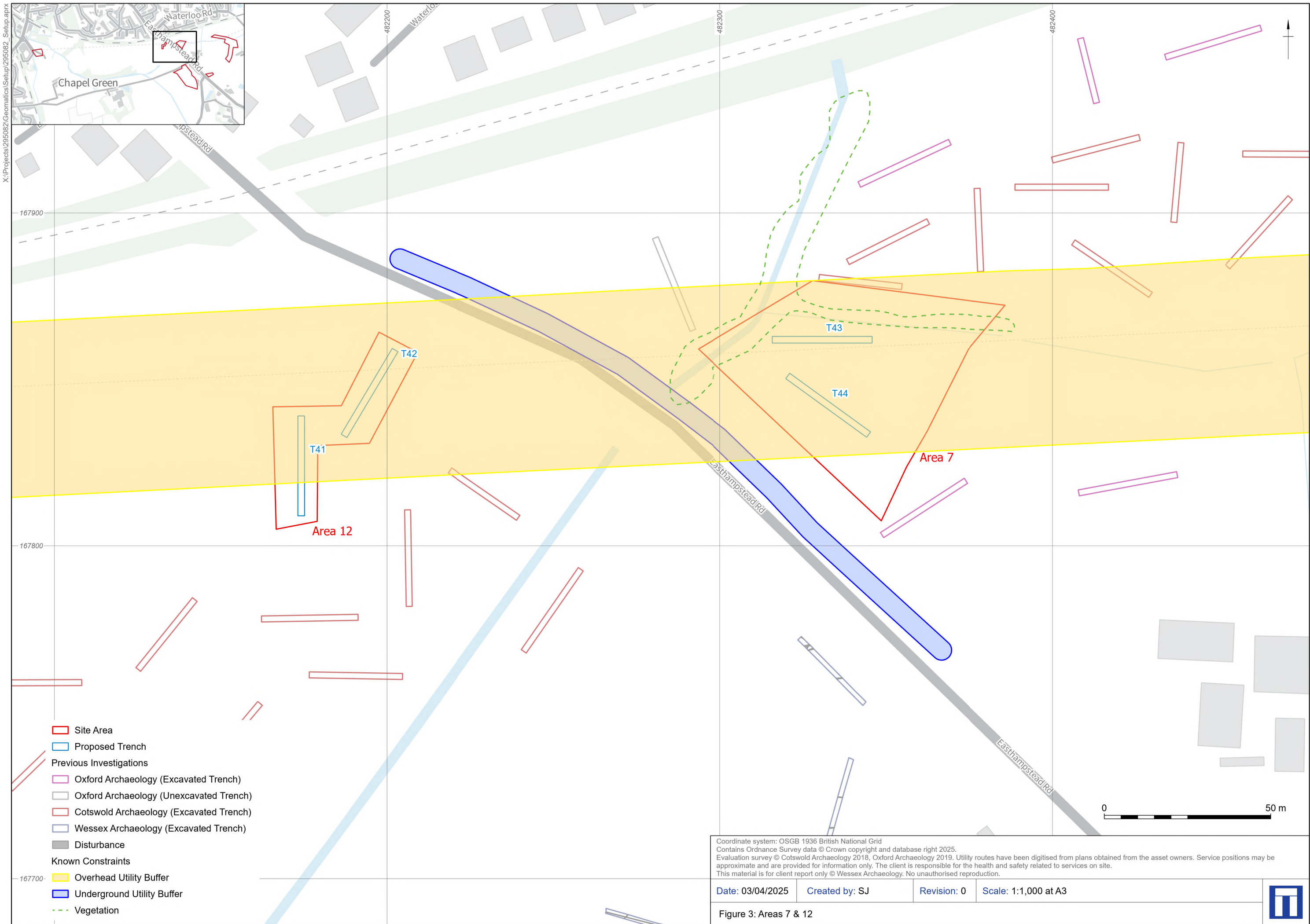
Coordinate system: OSGB 1936 British National Grid
Contains Ordnance Survey data © Crown copyright and database right 2025.
Evaluation survey © Cotswold Archaeology 2018. Utility routes have been digitised from plans obtained from the asset owners. Service positions may be approximate and are provided for information only. The client is responsible for the health and safety related to services on site.
This material is for client report only © Wessex Archaeology. No unauthorised reproduction.

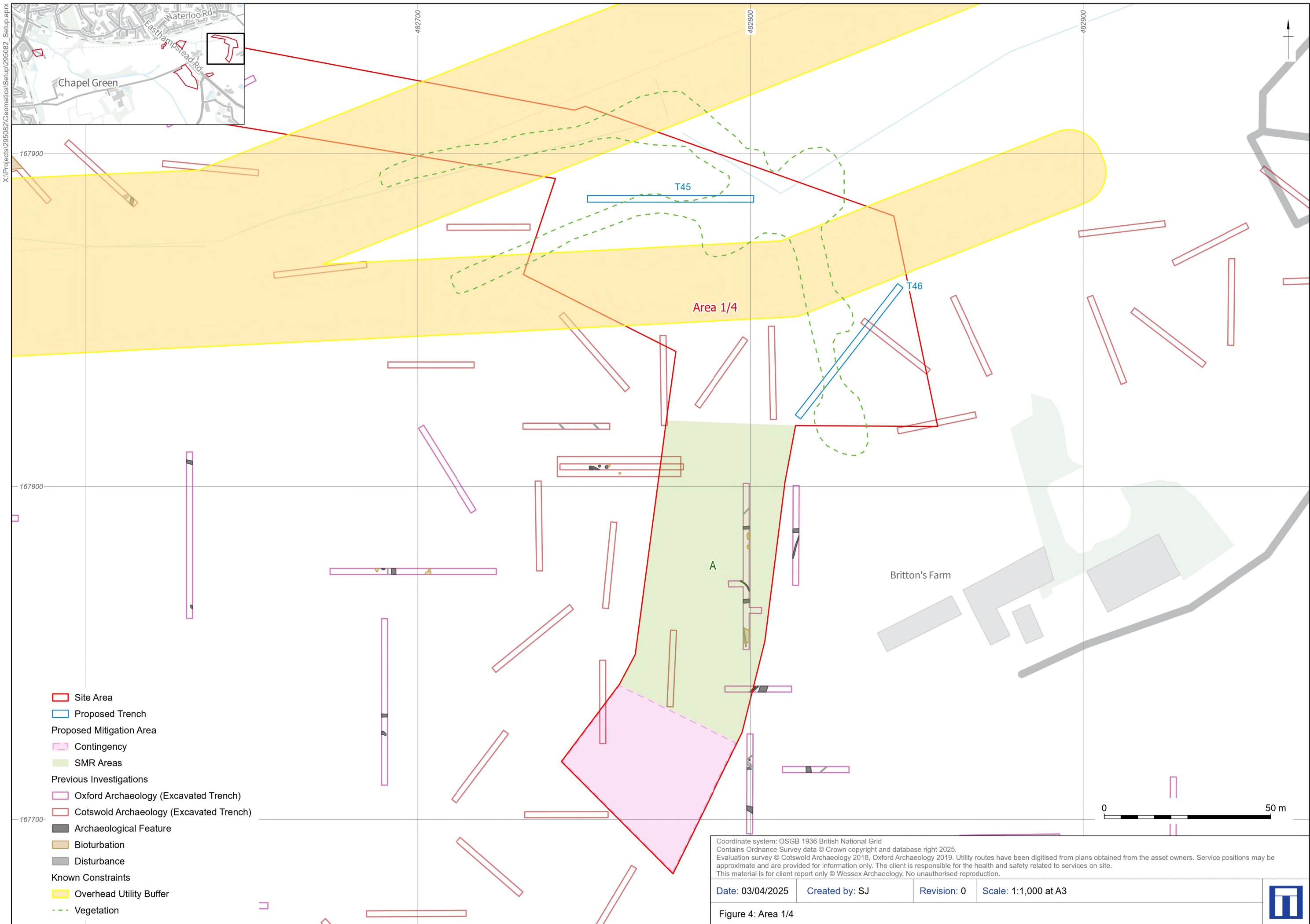
Date: 03/04/2025	Created by: SJ	Revision: 0	Scale: 1:1,000 at A3
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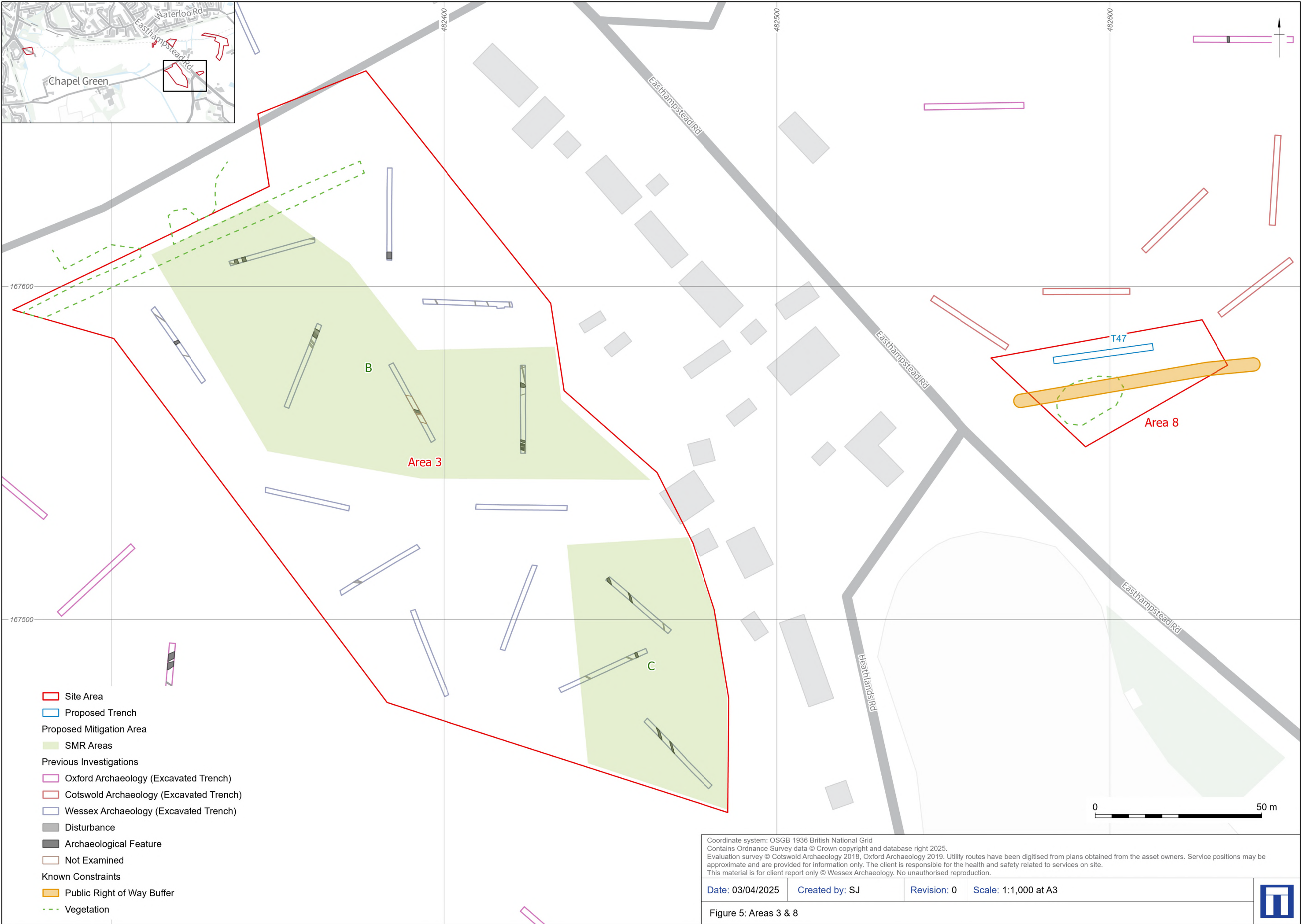
Figure 2: Area 5



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