

Alma Cottage, Lodge Road, Hurst, Wokingham RG10 0EH

Proposed erection of a residential dwelling with associated parking and access in the rear garden of an existing residential dwelling – planning reference 231168

National Grid Reference SU 7925 7432

Written Scheme of Investigation for an archaeological watching brief

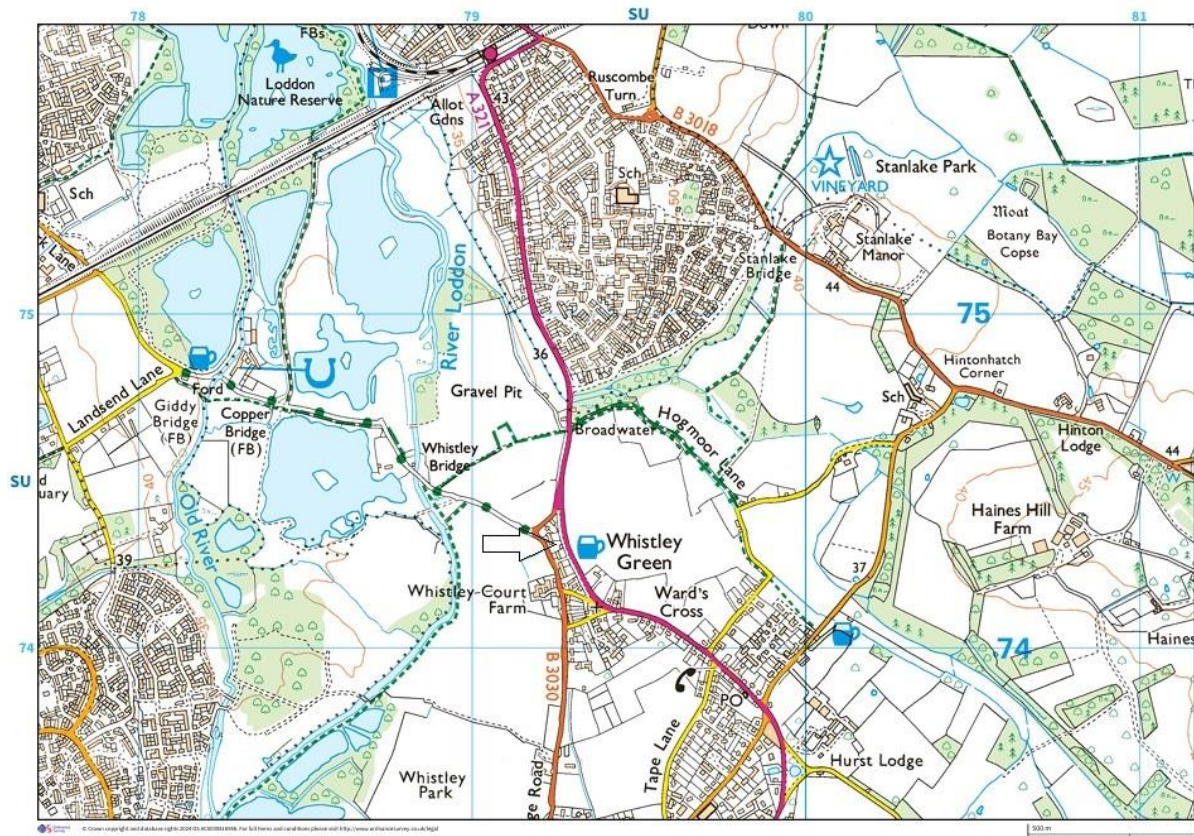


Figure 1: Location map with the site arrowed. Ordnance Survey data, Crown Copyright 2022. All rights reserved. Licence number AC0000848318.

Graham Keevill
Keevill Heritage Ltd
December 2024

1 Introduction

1.1 Background

Wokingham Borough Council has granted planning permission for the erection of a single new house to the rear of Alma Cottage, an existing dwelling at Whistley Green, Hurst, Berkshire (planning ref 231168). The site has potential for the presence of archaeological remains/features of prehistoric and medieval date: therefore a condition has been attached requiring that an archaeological watching brief is maintained during any development. Condition 11 states that

11. 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 Part (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 Part (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: The site lies in an area of archaeological potential, particularly for, but not limited to, Prehistoric and 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. In view of the nature and scale of the development and the low likelihood of the potential archaeology, should it exist, meriting preservation in situ, an archaeological monitoring and recording exercise in the form of a Watching Brief is likely to represent an appropriate programme of works.

Keevill Heritage Ltd has been commissioned to carry out the required watching brief. Graham Keevill has more than 40 years' experience as a senior professional archaeologist. He has been the Cathedral Archaeologist for Blackburn since 2003, Rochester since 2006, Christ Church Oxford since 2007, and Salisbury since 2011. Keevill Heritage Ltd carries out fieldwork projects of all kinds for the National Trust, English Heritage, the Royal Parks and many other organisations, as well as for private house owners and smaller developers. This Written Scheme of Investigation (WSI) responds to the planning condition, describing the aims and methods to be used for the work. The watching brief will be carried out in accordance with the Chartered Institute for Archaeologists' *Standard and Guidance for an Archaeological Watching Brief* (2020), Berkshire Archaeology's *General Standards for Historic Environment Projects* (2021), and all other relevant professional guidance from CifA, Historic England, Berkshire Archaeology and others. The watching brief will be permanently maintained during the excavation of the foundation trenches, service runs and landscaping as appropriate. All archaeological features will be recorded in plan and sampled. Provision has been made for taking environmental/organic samples where appropriate.

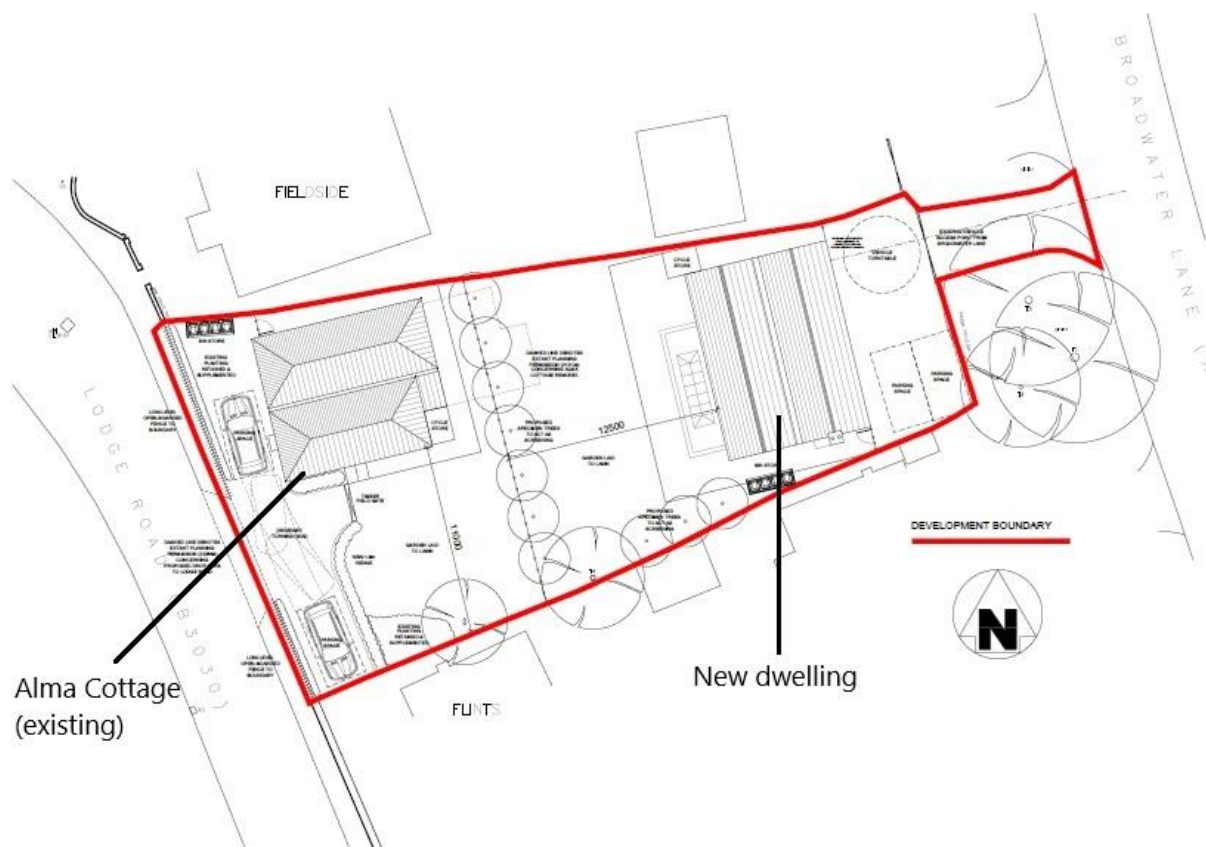


Figure 2: Plan of the new house, access road and landscaping, with the existing Alma Cottage to the west. Based on submitted planning drawing 004.

1.2 The site

The site considered here is currently the rear garden of Alma Cottage. This existing building fronts onto Lodge Road, on the north edge of Whistley Green, Hurst (to the south of Twyford), but access is off Broadwater Lane to the east. This will provide the entry point for new house, while Alma Cottage will have a new dropped kerb entry on Lodge Road. The site centre National Grid Reference for the new house is SU 7925 7432 and the postcode is given as RG10 0EH. The ground is largely flat, at c 37m above Ordnance Datum (aOD). The bedrock geology is shown as the Lambeth Group - clay, silt and sand sediments formed between 59.2 and 47.8 million years ago during the Palaeogene period. Drift (superficial) deposits of the Kempton Park Gravel Member are recorded¹ - sand and gravel formed between 116 and 11.8 thousand years ago in the Quaternary period.

Only two designated heritage assets lie within 250m of the site. These are Grade II listed buildings. They are

Title	Type	Location	Grade
BUTTERCUPS	Listing	BUTTERCUPS, BROADWATER LANE, St. Nicholas, Hurst, Wokingham	II
HUNTSMANS COTTAGE	Listing	HUNTSMANS COTTAGE, BROADWATER LANE, St. Nicholas, Hurst, Wokingham	II

¹ https://geologyviewer.bgs.ac.uk/?_ga=2.107072709.674323266.1662048100-1836615968.1662048100

1.3 Archaeological Background

A building on the site of and corresponding in plan with Alma Cottage is shown on the 1841 Tithe Map of Hurst. It is identified as land parcel 199, owned and occupied by Emanuel Clark and simply described as a homestead (House and Garden) in the Apportionment (see Figure 3). He also owned and used the land immediately to the north, which was pasture (parcel 200, Pasture Piece) except for some cottages forming a second homestead (200a – Clark's as well, bit occupied by George Rance and others). No earlier land use is known.

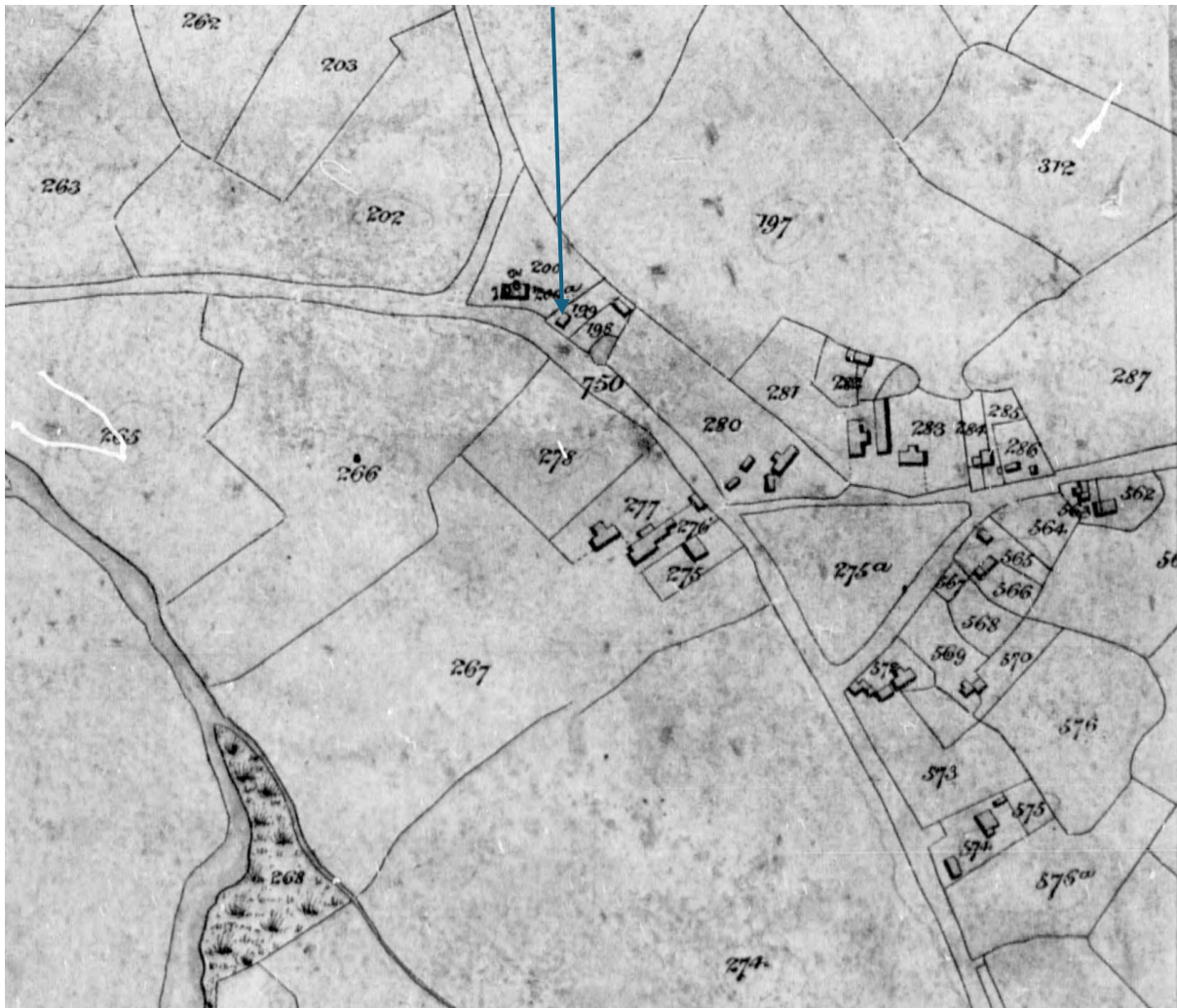


Figure 3: Whistley Green, Hurst, on the 1841 Tithe Map, with the Alma Cottage land parcel (199) arrowed. The orientation of the map is slightly skewed from north-south, but all aspects of the hamlet's layout (roads, Whistley Court Farm – parcel 275-7 – and the drain along what would later become Broadwater Lane to the east of the property) are clearly recognisable. Figures 4 and 5 (on the following pages) illustrate successive Ordnance Survey maps of the same area from the late 19th onwards, showing that substantive change only came in the second half of the 20th century.

The proposed development has potential archaeological implications. Berkshire Archaeology's Historic Environment Record demonstrates high archaeological potential in the area, with numerous sites and finds recorded within a 500 m radius of Alma Cottage. These include a Mesolithic site c 250m west of the proposed new house, a prehistoric site c 150m east of it, and an undated cropmark complex c 250m to the east. A significant number of findspots of prehistoric worked flint, and prehistoric, Roman, and medieval pottery were recorded from fieldwalking in the fields to the east,

west, and north of Whistley Green, illustrative of the substantial exploitation of this landscape close to the River Loddon throughout all periods since the last Ice Age. The site lies within (or in very close proximity to) an "Area of High Archaeological Potential" as defined within the Wokingham Borough Local Plan Policy TB25. Appendix 1 provides further information (with weblinks) on archaeological evidence from the area.



Figure 4: Top – the 6 inch (1:10560) map of 1883, surveyed 1872-5. Bottom – the 25 inch (1:2500) map of 1912 (surveyed 1910) only show slow change since 1841, with a few houses added.

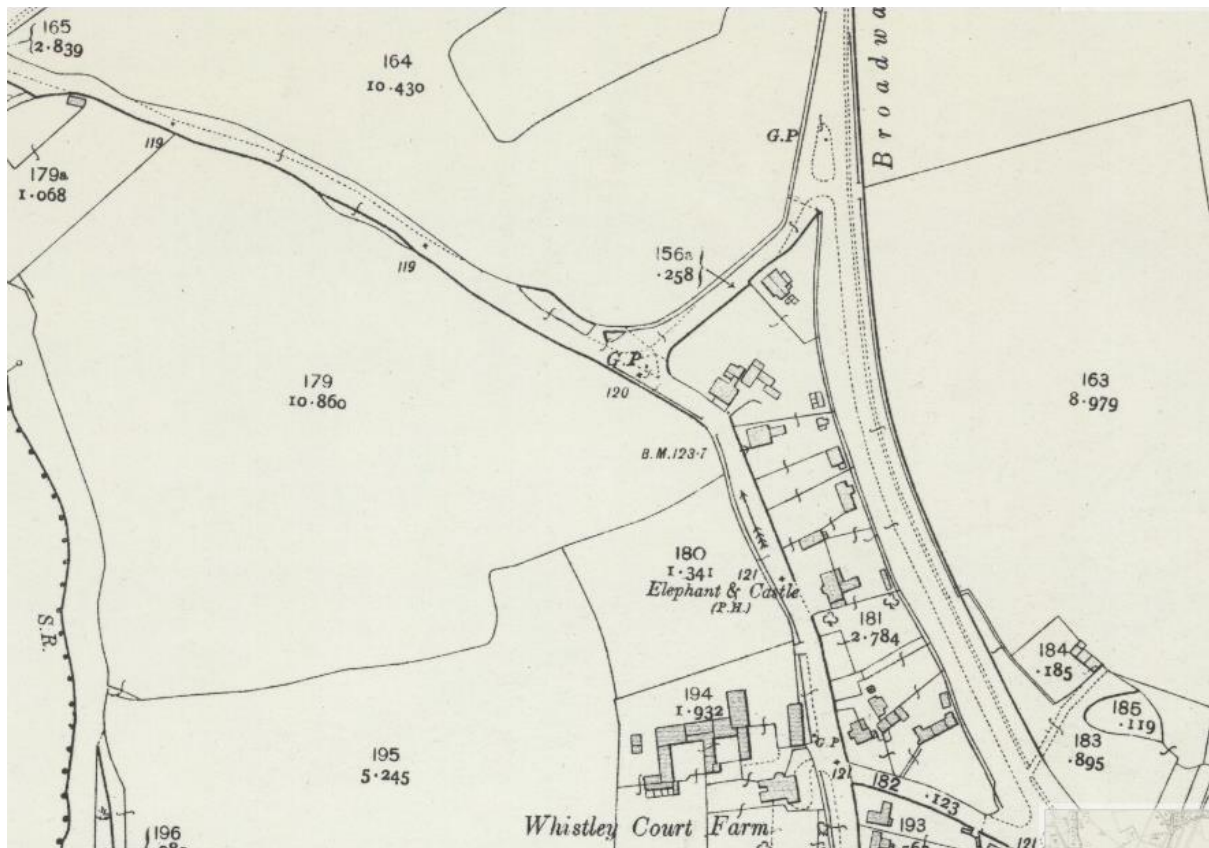


Figure 5: Top – the 1934 (surveyed 1932) still shows few changes, although Broadwater Road had now been laid out on the east side of the old open ditch. Change seems to have been rapid after World War II, however, with the 1967 map (surveyed in 1966) showing the replacement of many older cottages and infill housing across the area.

2 Project Aims

The general aim of archaeological intervention on a proposed development site is

- To ensure that as much as possible of the archaeological resource affected by Scheme proposals is preserved *in situ*.
- To mitigate a Scheme's impact on archaeology (including buildings) through fieldwork methods designed to preserve by record any remains which cannot be retained *in situ*.

The specific aims of this archaeological watching brief are

- to maintain permanent supervision of any operations on site that may disturb or destroy archaeological deposits;
- to determine whether archaeological structures, features or layers exist within the proposal site;
- to consider all findings within the context of the Solent-Thames Research Framework for archaeology/the historic environment;²
- to collect artefacts (where present and of archaeological significance) from the excavations, and soil samples if there is apparent potential for environmental studies;
- to assess the significance of any archaeological deposits, structures and features that may be encountered, to inform any proposals for appropriate mitigation measures that may seek to limit the damage to significant archaeological deposits, and to define any research priorities that may be relevant should further investigation be required;
- to make a full graphic, photographic and written record of the work, located in three dimensions related to the Ordnance Survey National Grid and Ordnance Datum, whether or not archaeological remains are encountered;
- to communicate the results of the project to the client in the form of a detailed, illustrated report, and to provide digital copies to Berkshire Archaeology Service (copied to Wokingham Borough Council), with printed copies if required for the Historic Environment Record, and the Historic England Heritage Archive – the report will include a summary form of the OaSIS record for the project; and
- to prepare an archive of the project, which will be retained by us pending establishment of an appropriate repository within the borough or county, at which point the archive and finds would be deposited permanently (subject to the landowner's approval for the transfer of legal title over the finds).

3 Project methods

3.1 The watching brief

A permanent watching brief will be maintained for all building work on the site which might damage or destroy archaeological remains (if they are present). This will include foundation trenches for the new house, service runs to it, and landscaping if this might penetrate to depths where archaeological remains would be under threat. Similarly, if construction of new access and parking/turning areas

² Hey G and Hind J (eds) 2014, *Solent-Thames Research Framework for the Historic Environment - Resource Assessments and Research Agendas*. Oxford Wessex Archaeology Monograph 6. Chapters 5-6 for the Mesolithic period, 8-9 for the Neolithic and early Bronze Age, 9-10 on the late Bronze Age and Iron Age, and Chapters 15 and 16 on the later medieval period (ie post-Norman Conquest) are likely to be most relevant. For the medieval era, rural settlement patterns and buildings may be most relevant.

needs deeper excavations these too will be monitored. Finds (if present) would be collected from the exposed and cleaned surfaces.

Generally, all archaeological features will be recorded in plan and sampled. Provision has been made for taking environmental / organic samples where appropriate. If the watching brief reveals archaeological remains of sufficient significance, it will not replace any requirement for contingent excavation or physical preservation of those remains.

Staff from Keevill Heritage Ltd will be present on site during all the operations described above. As much as possible of the relevant works will be carried out during a single phase of work (probably in one day given the small scale of the development). We are based in Didcot, c 25 miles from Whistley Green, and can respond rapidly when site attendance is needed (as far as possible this will be planned in advance). We are therefore well placed to maintain the watching brief required by planning condition 11.

Any changes to the methodology in this WSI will need to be agreed with Berkshire Archaeology (on behalf of Wokingham Borough Council) before they are implemented. This may be agreed by phone, but will be confirmed by email (at least) to ensure that decisions and agreements are properly documented.

3.2 General methodology: excavation, recording, finds and samples

Pits, postholes and other discrete features will usually be subject to a 50% sample by volume. Linear features such as ditches will usually be sectioned to an equivalent 10-20% sample or as appropriate. It may not always be possible to determine the nature/character of an individual feature within the constraints of a watching brief (especially in narrow foundation trenches): a pragmatic approach will therefore be taken to the excavation sampling strategy, based on the best assessment possible of what any given feature might represent. Graves/skeletons, if found during a watching brief, may need to be removed under archaeological control if they cannot be left in situ without risk of damage (with an appropriate Ministry of Justice burial licence). Structures, if found, will be fully recorded and if appropriate samples of the building materials will be kept. If in situ layers are found above the geological bedrock, they will usually be removed and recorded in section if they are of modern or late post-medieval date (c 1750-present). If pre-1750 stratigraphy survives, it may need a more extended approach (especially if medieval or earlier material is present), with excavation and recording in plan and section. The exact strategy will be discussed and agreed with Berkshire Archaeology (on behalf of Wokingham Borough Council) and the client if such an eventuality arises.

All recording of archaeological deposits will be according to standard practice using pro-forma sheets and the single-context system of numbering. Drawings in plan and section will normally be at a scale of 1:20, although general trench/pit and other location plans will be drawn at a scale of 1:100. The site in general will be located on an Ordnance Survey map at a suitable scale (eg 1:1250 available from client/architect), and the available topographical survey will be used for a precise location plan (subject to check measurements if necessary). Where necessary, GPS equipment will be used to ensure accurate geo-location and referencing. Photographs will be taken digitally using a Canon EOS 600D, EOS 700D, EOS M100 or Sony a6000 DSLR (minimum 12Mp setting) saving images in jpeg and uncompressed RAW formats. Photographs will include general working shots as well as context-specific ones. Full index lists will be maintained for the context, drawn, and photographic records.

Bulk finds will be assessed by context on site. The following collection policy will apply to this project, in line with the relevant Standard and Guidance issued by the Chartered Institute for Archaeologists.³

- All finds will be collected initially. An initial sift will be made either on site, or at our office subsequently if doing so on site is not feasible due to weather, COVID-19 or other site conditions.
- All prehistoric, Roman, Anglo-Saxon and medieval finds will be retained.
- Early post-medieval (eg 16th/17th-century) finds will normally be retained in full as well, unless only a few extremely small pieces are present and these are of no relevance to the remaining archaeology on the site. These may be discarded subject to the formal agreement of Berkshire Archaeology.
- Later post-medieval (18th/early 19th century) material will be noted by count but only retained if significant within the research aims or because of features/structures found during the excavations. Otherwise they will be discarded.
- Modern material (later 19th/20th-century) will only be retained if it is of exceptional interest in its own right.

All retained finds will be collected and recorded by context.

Human skeletal remains are not expected on this site, but if found will be treated appropriately and with proper respect under a burial licence from the Ministry of Justice; Berkshire Archaeology will also be informed immediately. Finds of "treasure" will be reported to the county Coroner's Office in accordance with the Treasure Act 1996 procedures, and again Berkshire Archaeology will be informed of any such discovery.⁴ The potential for preservation of organic remains and environmental archaeological material is unclear, but soil samples will be taken as necessary and appropriate. Conservation work, if needed, would be undertaken at recognised laboratories (probably the Oxfordshire County Council Museums Store facilities at Standlake) by experienced and qualified personnel. On and off-site finds processing will conform to all UKIC guidelines. All recording materials will conform to UKIC guidelines (Walker 1990).

The Data Management Plan for this project will involve

- Retention within the project archive of relevant preliminary/planning information (eg this WSI and the project brief if provided, drawings by the architect and others, site and/or topographical surveys where available)
- Retention within the project archive of all primary project physical records (site surveys, drawings such as plans and sections, context records, site notes, index lists etc);
- Digital copying of primary project physical records where appropriate (eg drawings);
- Retention within the project archive of all primary project digital records (survey data, photographs, scans/3D models where relevant) along with printed copies of selected material (eg digital photographs) as appropriate;
- Secondary information such as research papers, published work on the site and its surrounding, data on designated heritage assets/the Historic England Archive/Historic Environment Record will be noted and recorded within the archive but will not usually be retained as part of it.
- The project report(s) will always form part of the project archive in digital format (usually a PDF file) and in hard copy where appropriate. Publications, if relevant, will also form part of project archive in digital format (PDF) and in hard copy where appropriate.

³ CIfA, *Standard and guidance for an archaeological watching brief; Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*; both originally published December 2014, updated June 2020.

⁴ [Treasure Act 1996 \(legislation.gov.uk\)](https://legislation.gov.uk)

3.3 Post-excavation work and watching brief report

Any archaeological features, structures and deposits encountered will be fully described and interpreted. This will include all appropriate specialist consideration of the finds etc. The results of the work will be illustrated as necessary. This work will form the basis for the reporting of the results.

A report detailing the results of the watching brief project (including any contingency excavation which might be needed) will be written and deposited with the Planning Archaeologist and the county Historic Environment Record usually within four to six weeks of the end of fieldwork. A draft version of the report will be submitted to Berkshire Archaeology for approval / verification prior to the submission of the final report. The report will be illustrated with a site location plan at a scale of 1:1250 or 1:2500 using relevant OS coverage, and plans and sections of the excavations as relevant at appropriate scales (eg 1:20 for detailed drawings, 1:100 or similar for overall plans). Photographs (digital and/or scanned conventional media) will be included. The report will include a full description of the excavated evidence, even if this is negative (ie no archaeological remains are found). A summary context/finds table or tables, all relevant specialist reports, and consideration of the wider significance of the results (if any) will also be included if warranted by the recorded evidence.

The minimum contents (even if no archaeology is found) will be

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

3.4 Publication

A brief summary report will be submitted for inclusion in the annual round-up of projects in *South Midland Archaeology* (the journal of the regional CBA group), even if the results of the project are negative (eg no archaeology is found), and in relevant national journals (eg *Medieval Archaeology*, *Post-Medieval Archaeology*) if significant archaeology is found. The reports will include details of the client, planning reference, OS grid reference, personnel involved in the fieldwork and other such technical data as may be relevant. The curatorial role of Berkshire Archaeology will be acknowledged, especially with regard to the use of information from the Sites and Monuments Record. Should the results prove to be of sufficient significance, a more extensive publication will be considered. An OaSIS entry for the project will also be prepared; the summary will be appended to the watching brief report.

3.5 Archive

The project archive will be fully ordered and indexed as part of the post-excavation process. The archive and finds (if relevant) from the project would normally be deposited with an approved local

or county museum, but we note that there is no receiving museum for Wokingham Borough at the moment. We have allowed for retention of the physical project archive and finds until this situation can be resolved. At that point transfer of title for retained finds would be arranged. Digital archiving will be with the Archaeology Data Service (ADS).

3.6 Project Monitoring

The fieldwork and post-excavation stages will be monitored by Berkshire Archaeology. This may be carried out in person, or remotely through email and photographic record/video call as appropriate. We welcome personal monitoring visits where needed, but for small watching briefs of this sort it is often sufficient to explain the archaeology (or in some cases lack of it) with attached photographs and sketch plans.

4 RESOURCES

4.1 The project team

Keevill Heritage Ltd was established in 1999 to offer clients a top-quality service in archaeological and related projects. We provide a wide range of consultancy services, and can also assist clients in negotiating, sourcing and executing fieldwork projects. We have extremely wide knowledge of and contacts within British archaeology, and can offer advice on all periods of human activity from early prehistory to the Industrial era.

4.1.1 Project leader: Graham D Keevill (BA MIFA)

The archaeological project would be directed by Graham Keevill; it is anticipated that he would carry out the watching brief personally (with assistants on site if required). He graduated in archaeology from the University of Leicester in 1980 and has been in professional practice ever since. He has directed archaeological programmes throughout England, and has been extensively involved in major strategic studies, management plans and environmental assessments, eg on the Channel Tunnel Rail Link and at the Tower of London. He is the Cathedral Archaeologist to the Deans and Chapters of Christ Church Oxford, Rochester, Blackburn and Salisbury, and fulfils an equivalent role at Tewkesbury Abbey. He has directed evaluations, excavations, surveys and post-excavation work at numerous sites throughout England, including locally at Eynsham Abbey, Dorchester Abbey, Nuneham Courtenay (Lower Farm kiln site), Abingdon, Wallingford and elsewhere. He has extensive knowledge of archaeological and other heritage legislation and planning policy, and has widely acknowledged experience and skill in project management, interdisciplinary teamwork, report writing and editing to top professional standards, and working with all heritage bodies. He works regularly with Historic England officers and local authority archaeologists.

Graham has researched all periods of human endeavour from early prehistory to the industrial age, and is an acknowledged expert in medieval and post-medieval archaeology. From 1993 onwards he has been in charge of archaeological projects at the Historic Royal Palaces in London, especially at the Tower of London. He has particular experience in church and monastic archaeology, having been in charge of complex projects in Carlisle, Eynsham, Rievaulx, Dorchester, Lanercost, Abbotsbury and elsewhere, but has wide-ranging experience and expertise across a full range of periods and site-types encountered in British archaeology. His publications include eight monographs, detailed and

summary excavation reports in numerous local and regional journals, and contributions to several published conference proceedings.

4.1.2 Project assistants

Further professional archaeologists with suitable training, qualifications and experience will be deployed to assist during fieldwork. Cathy Keevill (see below) will lead in providing assistance on site as necessary.

4.1.3 Post-excavation work

Ceramic analysis would be dealt with by Cathy Keevill (see section 4.1.2), who would also assess building materials and other finds in conjunction with Graham Keevill. Archiving and finds management will be also carried out by Catherine. Palaeoenvironmental work would be coordinated by Cathy Keevill and carried out as required by a team of experts including Drs Nigel Cameron (diatoms), Richard Macphail (soil micromorphology and chemistry), Mark Robinson (molluscs and plant remains) and Rob Scaife (pollen and soil analysis). Report illustrations will be handled by internal staff. Human skeletal remains (articulated or otherwise) would be catalogued by Graham Keevill and Cathy Keevill in the first instance. We retain a number of specialists who would be available to undertake more detailed analysis across any and all finds categories should this be necessary.

4.2 Attendances, fencing, security and plant hire

All attendances will be provided by the client and/or their contractor/agent. This will include the appropriate plant hire (JCB or 360 degree tracked excavator). Parking is available on site. Toilet and other facilities will be provided as needed.

4.3 Health and safety; Insurance

It is not expected that deep excavations will be required. No contamination issues are anticipated, and other health and safety matters relate to standard concerns over the movement of soil, messing arrangements etc. We do not anticipate any special requirements other than normal recording equipment, cameras and lights (if needed). COVID-19 is not currently an issue (December 2024) but we take due cognisance of any public health measures (for whatever purpose) at all times. All work will be carried out to the requirements of *Health and Safety at Work etc. Act 1974*, *The Management of Health and Safety Regulations 1992*, the SCAUM (Standing Conference of Archaeological Unit Managers) manual *Health and Safety in Field Archaeology 1991*, the Keevill Heritage Ltd Health and Safety Policy, and the client/contractor. All necessary personal protective equipment will be provided. Under no circumstances would the archaeological team be expected or allowed to knowingly place themselves in unsafe situations.

Keevill Heritage Ltd retains full professional indemnity insurance, employers' liability insurance and public liability insurance.

4.4 Timing

The building contract is provisionally scheduled to commence in January/February 2025. Confirmation of the dates for the watching brief will be provided to the County's Planning Archaeologist as far in advance as possible (usually at least two weeks) so that the timing of a site visit can be agreed if one is needed. The Planning Archaeologist will also be informed regularly on work progress and results. Report timings are dealt with in section 3.3 above.

Graham D Keevill
Keevill Heritage Ltd
11 December 2024

BIBLIOGRAPHY

OCCMS 1998 and subsequent editions, *Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums*

Walker K 1990, *Guidelines for the Preparation of Excavation Archives for Long-Term Storage*, UKIC

Appendix 1: Berkshire Archaeology Historic Environment Record entries within 250m of the site centre National Grid Reference.

Name	Location
Iron Age, Romano-British and Medieval finds - Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst
Possible Saxon ditch - Broadwater, Whistley Green, Hurst, Berkshire	St Nicholas Hurst
EBAS Site MED 17 - Whistley, Hurst, Berkshire	St Nicholas Hurst
Linear cropmark - South west of Hogmoor Lane, Hurst, Berkshire	St Nicholas Hurst
Features at Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst
Roman sherds - Broadwater Hurst, Wokingham, Berkshire	St Nicholas Hurst
Medieval settlement at Whistley Green, Hurst, Berkshire	St Nicholas Hurst
Romano-British trackway - Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst
Late Iron Age field - Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst
Roman field system - Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst
Prehistoric and Bronze Age finds - Broadwater Farm, Hurst, Berkshire	St Nicholas Hurst
Cut into Saxon ditch - Broadwater, Whistley Green, Hurst, Berkshire	St Nicholas Hurst
Late Iron Age ditch alignment - Broadwater Hurst, Wokingham, Berkshire	St Nicholas Hurst
Prehistoric findspot - EBAS, Hurst, Berkshire	St Nicholas Hurst
Roman spur ditches - Broadwater, Hurst, Berkshire	St Nicholas Hurst
EBAS Site PREH 430 - Hurst, Berkshire	St Nicholas Hurst
Medieval and Post-medieval brick and tile - Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst
Medieval sherds - Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst

Name	Location
Wisclea / Uiscelea - Whistley Green, St Nicholas Hurst, Berkshire	St Nicholas Hurst
Post-medieval pottery - Broadwater, Hurst, Wokingham, Berkshire	St Nicholas Hurst
Medieval sherds - EBAS, St Nicholas Hurst, Wokingham, Berkshire	St Nicholas Hurst
11th century timber church at Whistley, Hurst, Berkshire	St Nicholas Hurst
Medieval pottery sherds - EBAS, Hurst, Berkshire	St Nicholas Hurst
Saxon pottery sherds - Broadwater Hurst, Wokingham, Berkshire	St Nicholas Hurst
Roman coin - Whistley Court Farm, Twyford, Berkshire	Twyford

Appendix 2: General specification for watching briefs and recording methods

DURING EXCAVATIONS

- 1.1 A visual inspection of the entire site will be undertaken. This will include the examination of any available exposures (eg. recently cut field ditches and geological test pits).
- 1.2 For machine excavated trenches, an appropriate machine will be used. This will normally be provided and operated by the building contractor, and will usually be a JCB 3CX Sitemaster or 360° tracked excavator with a 5' or 6' wide toothless bucket. For work with restricted access or working room a mini excavator such as a Kubota KH 90 will be employed.
- 1.3 All machining requiring a watching brief will be undertaken under direct archaeological supervision.
- 1.4 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- 1.5 Following machine clearance, areas that require examination or recording will be cleaned using appropriate hand tools.
- 1.6 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.
- 1.7 All investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and section.
- 1.8 Within significant archaeological levels a minimum number of features required to meet the aims will be hand excavated. Pits and postholes will be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. Features not suited to excavation within narrow trenches will not be sampled. No archaeological deposits will be entirely removed unless this is unavoidable. It is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the entire site will be assessed. All evaluation trenches will be recorded even where no archaeological deposits have been identified.
- 1.9 Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits which appear to be worthy of preservation in situ.
- 1.10 Different environmental sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Bulk samples, a minimum of 10 litres, but up to 30 litres if possible for early prehistoric features will be taken for flotation for carbonized remains. Bulk samples will be taken from any waterlogged deposits present for macroscopic plant remains. Columns for

pollen analysis will be taken if appropriate. Mollusc samples will be collected if present. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate contexts.

1.11 Any finds of human remains will be left in-situ, covered and protected and the coroner informed. If removal is essential it will only take place under an appropriate Burial Licence from the Ministry of Justice.

1.12 All finds of gold and silver will be removed to a safe place and reported according to the procedures relating to treasure. If removal cannot be effected on the same day, security measures will be taken to prevent theft.

1.13 Keevill Heritage Ltd welcomes monitoring visits by curatorial authorities. Timetables of the on-site work will be provided in order that visits can be made at appropriate times.

1.14 After recording and monitoring by the local authority archaeological service (if required), excavations will be handed back to the building contractor.

2 RECORDING

2.1 Contexts

2.1.1 If less than ten trenches are to be recorded, a block of numbers in a continuous sequence will be allocated to each excavation area.

2.1.2 If more than ten trenches are to be recorded, a continuous unique numbering system will operate within and across areas.

2.1.3 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.

2.1.4 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.

2.2 Plans

2.2.1 These will normally be drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10.

2.2.2 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

2.2.3 A register of plans will be kept.

2.3 Sections

2.3.1 Long sections of trenches showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.

2.3.2 A register of sections will be kept.

2.3.3 Generally all sections will be tied in to Ordnance Datum. The exception to this is where the proposal for the site is mineral extraction where depth in relation to the development proposals is irrelevant. In these cases only some significant sections will be tied in to OD.

2.4 Photography

2.4.1 A full photographic record will be maintained, illustrating in both detail and general context the principal features and finds discovered. Primary photography will use Canon EOS 600D, 700D and M100 or Sony 16000 DSLRs operating and saving images in dual high-resolution (minimum 12Mp setting) jpeg and uncompressed RAW formats. Digital image file sizes are typically c 9Mb for high-res jpegs and around 30Mb for RAWs. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work.

2.4.2 Photographs will be recorded on Photographic Record Sheets.

3 FINDS

3.1 All identified finds and artefacts will be retained, although certain classes of building material or post-medieval pottery may sometimes be discarded after recording if an appropriate sample is retained. However, no finds will be discarded without the prior approval of the nominated representative of the curatorial authority and the receiving Museum. All appropriate ironwork will be X-rayed. The pottery and other relevant artefacts will be scanned to assess the date range of the assemblage.

3.3 All finds and samples will be treated in a proper manner and to standards agreed in advance with the approved recipient museum. These will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in UKIC's *Conservation Guidelines No. 2*.

3.4 The level of artefact analysis will be sufficient to establish date ranges of archaeological deposits, a general assessment of the types of pottery and other artefacts to assist in characterising the archaeology, and to establish the potential for all categories of artefacts should further archaeological work be necessary.

3.5 Environmental samples if appropriate will be processed and scanned for potential date. All necessary analysis and reporting will be carried out by appropriate specialists.