

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

Arborfield Garrison, Parcel N, Arborfield, Berkshire

Planning Ref: O/2014/2280

NGR: SU 77083 65371

794-PLN-HER-02554

Version Number 1

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Project Information	
Site name	Arborfield Garrison, Parcel N, Arborfield, Berkshire
Project type	Strip, Map and Sample Excavation
Site address	Arborfield Garrison, Parcel N, Arborfield, Berkshire
NGR	SU 77083 65371
Local planning authority	Wokingham Borough Council
Planning reference	O/2014/2280
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Archive site code	BAGN26

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1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Limited (PCA) has been commissioned to undertake archaeological mitigation work in form of 'strip, map and sample' excavation at land at Parcel N of the Arborfield Garrison, Arborfield, Berkshire (Figure 1). The area subject to mitigation work comprises of c. 0.17ha and is centred at National Grid Reference SU 77083 65371 (Figure 2).
- 1.2 The works will be carried out in relation to an outline planning application for residential redevelopment of the site (Wokingham Borough Council Planning Ref. O/2014/2280) and a relevant condition (No 69) attached to the planning consent. It is proposed to create residential housing and apartment blocks, new roads, car parks and associated services on the site.
- 1.3 The site has been subject to prior archaeological assessment (MOLA 2014) and archaeological evaluation (MOLA 2018). The latter established that evidence of most likely post-medieval activity was present on the site. Further mitigation works in areas where archaeological features were found during the evaluation is required on site. Details of the mitigation works have been agreed between Berkshire Archaeology, archaeological advisors to Wokingham Borough Council, and Tetra Tech.
- 1.4 This document consists of a Written Scheme of Investigation for the mitigation 'strip, map and sample' excavation and sets out the methodology for the proposed works.
- 1.5 The works will be undertaken by a full-time archaeological supervisor, assistant supervisor and other archaeological staff working for PCA. The works will be monitored by Berkshire Archaeology. PCA have been instructed for the project by Tetra Tech Consulting Ltd.
- 1.6 All works will be undertaken in accordance with the following documents:
 - This Written Scheme of Investigation
 - *Berkshire Archaeology's General Standards for Historic Environment Projects* (BA 2021)
 - *Management of Research Projects in the Historic Environment* (MoRPHE Historic England 2015)
 - *Standard and guidance for archaeological excavation* (Chartered Institute for Archaeologists CIfA 2023).
 - *Code of conduct* (Chartered Institute for Archaeologists 2014b, revised 2022 & 2014c, revised 2020).
- 1.7 PCA is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Conduct'.
- 1.8 PCA has the following accreditations:
 - ISO9001 and ISO14001 registration
 - Construction Line registration
 - Achilles registration
 - SMAS SSIP registration

2 BACKGROUND

2.1 Geology and Topography

- 2.1.1 The British Geological Survey record the bedrock in the area to be the London Clay Formation- Clay, silt and sand. These sedimentary rocks are marine in origin. They are detrital and comprise coarse- to fine-grained slurries of debris from the continental shelf flowing into a deep-sea environment, forming distinctively graded beds (BGS Geology Viewer 2026). The drift geology is not recorded.
- 2.1.2 The site is located to the north of the area of the former Rowcroft Barracks and is situated in the wider military area of Arborfield Garrison, bounded by Stephenson Road to the north, playing fields and The Stables to the west, buildings which form part of the former Rowcroft Barracks to the south and east (Figure 2).
- 2.1.3 The site comprises open ground laid to grass, with trees around the perimeter. The ground is sloping falling away from 56.27m OD in the east, down to 51.59m OD in the west.

2.2 Archaeological and Historical Background

- 2.2.1 The Archaeological Desk Based Assessment prepared for the site (MOLA 2014) provided detailed background to the site and is not reproduced here. In summary:
- 2.2.2 Within the wider area excavations revealed that whilst most sites contained little to no archaeological remains there is evidence to suggest that the general area was inhabited from at least the Bronze Age, although it was probably rural in most periods.
- 2.2.3 The density of archaeological investigation within the wider study area means that the archaeology of the area is fairly well understood. The negative evidence (i.e. lack of archaeological finds) on a number of sites indicates that archaeological remains, while present, are most likely not densely spread but there is considerable evidence for past usage of the area from prehistory onwards.
- 2.2.4 Archaeological evaluation on the site (MOLA 2016) revealed a total of fifteen features, one of which was a pit, one a curving ditch and the remainder gullies of varying width and depth. Finds were recovered from three features although mostly comprised small fragments of ceramic building material including several fragments of modern ceramic field drain from the ditch. The ditch is considered to have been agricultural in use and a post-medieval to modern date is suspected. Likewise post-medieval dates were suspected for the gullies and the whole is considered to represent agricultural activity potentially mechanical ploughing or similar. However, the features remained mostly undated and could potentially belong to an earlier period.
- 2.2.5 Archaeological evaluations of the nearest site, Parcel P, revealed a post-medieval ditch onsite, with natural (London Clay) between 58.01m OD and 50.77m OD.

3 RESEARCH DESIGN

3.1 The general aims of the archaeological monitoring area:

- To determine the presence or absence of archaeological deposits or remains.
- To record the character, date location and preservation of any archaeological remains on site.
- To record the nature and extent of any previous damage to archaeological deposits or remains on site.
- To enable Berkshire Archaeology to make an informed decision as to the requirement for and scope of any further work required in order to satisfy the archaeology condition.

3.2 Specific research objectives include the following:

- Are features identified during the evaluation of post-medieval date or earlier?
- Is archaeological evidence on the site pointing to agricultural use of land or is there evidence of other uses of the area?

3.3 With reference to the Solent-Thames Research Framework and its post-medieval Research Agenda (Hind 2014) the archaeological excavation may be able to address the following regional research objectives:

- 18.3.2 Environmental evidence needs to be collected routinely to gather information on the origins of fields and changes in agricultural practice, which may have occurred at different times in different areas (18.3 Landscape and land use).
- 18.3.10 The impact of the agricultural revolution on the landscape needs to be explored (18.3 Landscape and land use).
- 18.5.5 Evidence for differences between the rural and urban economies should be collected and analysed (18.5 Settlement).
- 18.11.12 Exploration of the effects of the development of the communications network and related technology upon settlement patterns, land use and local economies (18.11 Transport and communications).

4 SITE METHODOLOGY

4.1 Following the results of the trial trenching and consultation with Berkshire Archaeology (BA), three areas of excavation have been agreed in the central part of the site focused on locations of found archaeological features (Figure 2), with a contingency to increase the areas of excavation if required. Any extensions to the proposed areas will be agreed with BA.

4.2 'Strip, Map & Sample' (SMS) Investigation

4.2.1 The area will be machine stripped under archaeological supervision, and the archaeological features will be surveyed using GPS technology. Upon completion of this survey the results will be reviewed, and the sampling methodologies will be agreed with BA, Tetra Tech and the client.

4.2.2 Spoil will be banded near the excavation areas in the designated spoil heap locations to be agreed with the client, whilst providing adequate space to extend the excavation area should it be required. Topsoil and subsoil will be stored separately.

4.2.3 A CAT scanner will be used by PCA prior to the excavation to identify and avoid live services.

4.2.4 Excavation will be carried out by a mechanical tracked excavator fitted with a toothless ditching bucket. The excavation will be undertaken under a strict PCA's supervision. Spoil will be transported on straight tip dumper truck and mounded away from the excavation area in locations pointed to PCA by the client.

4.2.5 Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed, whichever is encountered first.

4.2.6 All arisings will be carefully inspected to ensure that any artefacts are recovered.

4.2.7 The excavation area and spoil heaps will be scanned with a metal-detector at regular intervals to enable finds recovery.

4.2.8 If human remains are present within the excavation area, then their investigation, lifting and recording would be expected, unless it can be demonstrated that preservation in situ is a meaningful option (see 4.3.5 for more details).

4.2.9 The excavated areas will not be backfilled by PCA which will undertake no post-backfilling attendance to the site to re-instate or maintain the surfaces. Excess arisings, if present, will be left on site at a place to be agreed.

4.3 Investigation and Recording Techniques

4.3.1 All archaeological features (stratigraphical layers, cuts, fills, structures) will be excavated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.

4.3.2 Archaeological features, structures and deposits will be identified, cleaned, recorded and excavated by the attendant archaeological team using appropriate hand tools. All relationships between features or deposits will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds

assemblages to assess the chronological development and socio-economic character of the site over time.

- 4.3.3 Structural remains and other areas of significant and specific activity, e.g. domestic, industrial, religious, hearths, will be fully excavated and recorded.
- 4.3.4 Non-structural linear cut features will be sample excavated and recorded with enough sections to establish the feature's character, date and morphology and to provide information on activities taking place in close proximity to the feature. Slots through linear features would usually be placed 8m-10m apart and at every intersection and will normally be at least 1m wide. All terminal ends will be investigated. Non-structural pits will be half-sectioned as a minimum. If the fill of a pit is considered of special interest or quality, such as containing placed deposits, charcoal rich fills, environmentally rich fills, etc., the pit will be 100% excavated – in two sections to ensure a profile is recorded. Non-structural post and stake-holes will be half-sectioned sufficiently to clarify character, relationships, and chronology.
- 4.3.5 If articulated human remains are identified, the client, Tetra Tech and BA will be notified immediately. All articulated human remains (graves and cremation vessels/deposits) will receive minimal excavation to define their extent and establish whether they are burials or not. Generally, all graves and cremation burials will be recorded and their positions noted without full excavation, only surface cleaning. A decision would then be made on future treatment of the human remains in consultation with the client, Tetra Tech and BA. Graves and cremation burials would only be excavated in exceptional circumstances and only with the necessary licence from the Ministry of Justice.
- 4.3.6 All items which may constitute a treasure will be removed to a safe place and reported to the local coroner, the Berkshire Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Berkshire, the landowner and the BA Archaeological Officer according to the procedures relating to the Treasure Act 1996 and its revision in 2023. Where removal cannot be affected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 4.3.7 Archaeological excavation will require work by 'pick and shovel' unless they cannot be accessed safely or unless a machine-excavated trench is the only practical method of excavation. Any machine-excavation of archaeologically significant features will be agreed with BA in advance.
- 4.3.8 Tetra Tech will notify BA of the commencement of fieldwork at least one week in advance.

4.4 Access and Safety

- 4.4.1 Site security is the responsibility of the client.
- 4.4.2 PCA will supervise the installation of material to strengthen the ground at the site entrance to provide a stable surface for the welfare compound.
- 4.4.3 Reasonable access to the site will be granted to BA and representatives of the client, advisory bodies or local planning authority who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the client and its agents. If any of the above

parties cannot attend the site, then alternative arrangements will be made by PCA to allow remote site monitoring. This may involve live video calls and meetings, online provision of digital photographs and other means of communication.

- 4.4.4 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCAs H&S Policy Statement (2025) and Site Rules (2025) will be followed at all times. A site-specific Risk Assessment will be prepared; this will be reviewed and updated daily by the site supervisor.
- 4.4.5 There is a duty of care for the overall client to provide all information reasonably obtainable on contamination and the location of live services before site works commence. Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided at all costs.
- 4.4.6 The welfare/toilet facilities will be provided by PCA.
- 4.4.7 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready. Contamination-appropriate PPE (such as disposable suits, impermeable gloves, wellington safety boots and dust masks (P3 or half-filter)) will be available if suspected contaminants are encountered. Information on ground contamination has not been provided.
- 4.4.8 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.4.9 If during the course of the archaeological investigation items are observed or found which are considered to be potential UXO objects, all work in the vicinity of the excavation will cease and the client / Principal Contractor will be informed immediately. They will notify relevant bodies and arrange for appropriate attendance from specialists and/or emergency services.
- 4.4.10 If groundwater is present within the excavated trenches, and requires removal to allow work to proceed safely, it will be pumped from the trenches by PCA by means of a puddle pump (or similar) and generator. The water will be released in location given by the client.
- 4.4.11 Most of PCA staff are CSCS card holders; however, CSCS has now classed archaeology as a non-construction related occupation and as such archaeologists are not expected to carry a card. Furthermore, CSCS have stopped issuing cards for Archaeologists (both Professionally Qualified Person and Academically Qualified Person cards) from 1st of May 2024. We have been advised by CSCS that existing card holders can continue to use their card until expiry.

5 RECORDING SYSTEMS

5.1 Site Code

- 5.1.1 PCA assigned a unique 'site code' BAGN26 that will serve to identify the site archive, including written, drawn, and electronic records, as well as artefacts.

5.2 Site Records

- 5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in Berkshire, which are those presented in PCAs *Operations Manual 1* (Taylor and Brown 2009, updated 2018). No alternative recording system will be adopted without the prior agreement of BA.
- 5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced for work within Berkshire. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS benchmarks used and the site TBM will also be indicated.
- 5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester-based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.
- 5.2.5 Representative sections of the excavation area will be drawn including a profile of the top of the natural deposits. Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.
- ### **5.3 Stratigraphic Matrix**
- 5.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

5.4 Photographic Record

- 5.4.1 An adequate photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by local depository.

5.5 Survey

- 5.5.1 Trench positions and OS datums will be established on site by PCA using a GPS-system or using the Client's/Principal Contractor's engineering records.

6 TREATMENT OF FINDS AND SAMPLES

6.1 General

- 6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

6.2 Environmental

- 6.2.1 A structured programme of environmental sampling appropriate to the aims of the "strip, map and sample" excavation will be implemented. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving may be employed for significant deposits for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected.
- 6.2.2 Bulk samples will be taken from each slot excavated within the enclosure ditches and other linear features, including ditches termini. All pits and ring-gullies associated with the enclosure should also be sampled.
- 6.2.3 PCA will use an appropriately qualified and experienced geoarchaeologist to record any deposits of particular significance such as buried soils or advise on depositional processes.
- 6.2.4 Bulk samples will be taken from deposits and column samples may be taken through sections of multiple deposits. A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved.
- 6.2.5 If appropriate, environmental samples will be taken from well-stratified, datable deposits that are deemed to have high potential for the preservation/survival of eco-factual material. Bulk soil samples for wet sieving and flotation and finds retrieval will be a minimum of 40 litres or 100% of the context. In all instances deposits with clear intrusive material will be avoided.
- 6.2.6 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 40 litres will be undertaken as appropriate.
- 6.2.7 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with BA. For wet, waterlogged or peaty deposits, bulk samples will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 6.2.8 Environmental samples from dry deposits will normally be processed by flotation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.
- 6.2.9 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be sieved and dried if necessary. The residues will be sorted, and 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. Results of the scan will inform further analysis and discard.

- 6.2.10 More detailed strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with BA, and if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by PCA own consultants and specialist sub-contractors.
- 6.2.11 Where appropriate the guidance in the following English Heritage (now Historic England) papers will be followed:
- “Guidelines on the recording, sampling, conservation, and curation of waterlogged wood” 2025
 - “Dendrochronology – guidelines on producing and interpreting dendrochronological dates” 1997;
 - “Archaeometallurgy” 2001;
 - “Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition)” 2011;
 - “Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports” 2004;
 - “Geoarchaeology” 2004;
 - “Wet Wood and Leather”;
 - “Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates” 2006;
 - “Guidelines on the X-radiography of archaeological metalwork” 2006.

6.3 Artefactual

- 6.3.1 All finds retrieval policies of the Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the archaeological officer of Wokingham Borough Council.
- 6.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation’s ‘*Conservation Guidelines No.2*’ and the Museum of London’s ‘*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*’. All metal objects will be x-rayed and then selected for conservation (except in those cases where BA agrees that this will not be necessary).
- 6.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

7 ARCHIVES AND REPORTS

7.1 Report

7.1.1 All fieldwork and results will be fully recorded, and a report prepared. Copies of the report will be forwarded to the client, Tetra Tech, BA and County HER. The shapefiles of the excavation area and archaeological features will also be sent to Berkshire for their HER.

7.1.2 Upon completion of the mitigation fieldwork the post-excavation assessment will commence. This is expected for issue within 12 months of the completion of site work.

7.1.3 The report will include the following items:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological work relevant to the project;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the fieldwork and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the fieldwork strategy;
- Statement of potential of the archaeology;
- Conclusions and recommendations, if appropriate;
- Illustrations, drawn and photographic: site and area plans, feature plans and sections, general site view photographs, small finds, overlay on historic maps, etc.;
- Quantification of the archaeological archive;
- Bibliography;
- Acknowledgements;
- OASIS form.

7.2 Analysis and Publication

7.2.1 An appropriate estimation is agreed with our client for the analysis and publication of the site, and for the deposition of the archive although the client understands that these items are estimated and may be subject to review upon completion of the mitigation fieldwork.

7.2.2 Upon approval of the assessment report the analysis and publication can commence. This is expected for completion within 36-60 months of the completion of site work. Appropriate dissemination is anticipated to be publication to an appropriate regional journal.

7.3 Site Archive Destination

- 7.3.1 Following the completion and approval of the fieldwork and post-excavation work associated with this project, the resulting archive comprising such items as finds, samples, paper and digital records, photographs and digital data will be transferred by PCA to a local museum or repository which will curate the archive thereafter.
- 7.3.2 The deposition of the archive will be achieved by means of a “Deed of Transfer” which is to be signed by the landowner. This will be organised by PCA as part of its commission to the client.
- 7.3.3 Upon completion of all relevant stages of the project PCA will liaise with BA and the appropriate depository to arrange for the transfer of the finds archive.

7.4 General

- 7.4.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission’s *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with local museum, the *Guidelines for the Preparation of Archaeological Archives* will be followed.
- 7.4.2 If the finds are not to be donated to the local depository, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.
- 7.4.3 The minimum acceptable standard for the site archive is defined in the MoRPHE 2015. It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to appropriate depository. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 7.4.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.4.5 A short summary of the results of the work will be bound into the client report for submission to the client and the Berkshire HER along with the OASIS report form as soon as possible after the completion of archaeological works.
- 7.4.6 Minimum requirements for public dissemination are for OASIS report forms to be submitted to the OASIS Project as soon as possible within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the relevant journal. Such publications will meet the minimum requirements set out in *Management of Research Projects in the Historic Environment* (MoRPHE 2015). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within 6 months of the completion of fieldwork.
- 7.4.7 Where the review of the project indicates the need for further assessment and analysis the

recommendations set out in the MoRPHE 2015 will be followed. If this type of post-excavation work were appropriate then a scope of works including the character of publication and potential integration with other phases of work on the site will be agreed between the client, BA, Tetra Tech and PCA.

7.5 Site Archive Destination

- 7.5.1 There is currently no receiving museum for Wokingham, so BA requests PCA provide archival storage until this situation is rectified. After all reporting and when it is known that no further work is required for this phase of work, the resultant site archive will be kept at PCA's Brockley offices.
- 7.5.2 The deposition of the archive will be achieved by means of a "Deed of Transfer" which is to be signed by the landowner. This will be organised by PCA as part of its commission to the client.

8 SIZE AND STRUCTURE OF EXCAVATION TEAM

- 8.1 The investigations will be supervised by a full-time member of PCA's staff who has considerable experience of working in archaeology and on the sites with multiphase archaeological remains, and who has an understanding of the issues associated with this site.
- 8.2 The supervisor will be assisted as necessary by up to 5 full-time archaeologists in the employment of PCA in addition to other support staff, such as archaeological photographers, surveyors, finds specialists and logistics.

9 PROGRAMMING

- 9.1 Work is intended to begin on the 24th of August 2026. Two – three days of mechanical stripping will be followed by two weeks of archaeological excavation.
- 9.2 Delivery date for the report will be within four months from fieldwork completion.

10 BIBLIOGRAPHY

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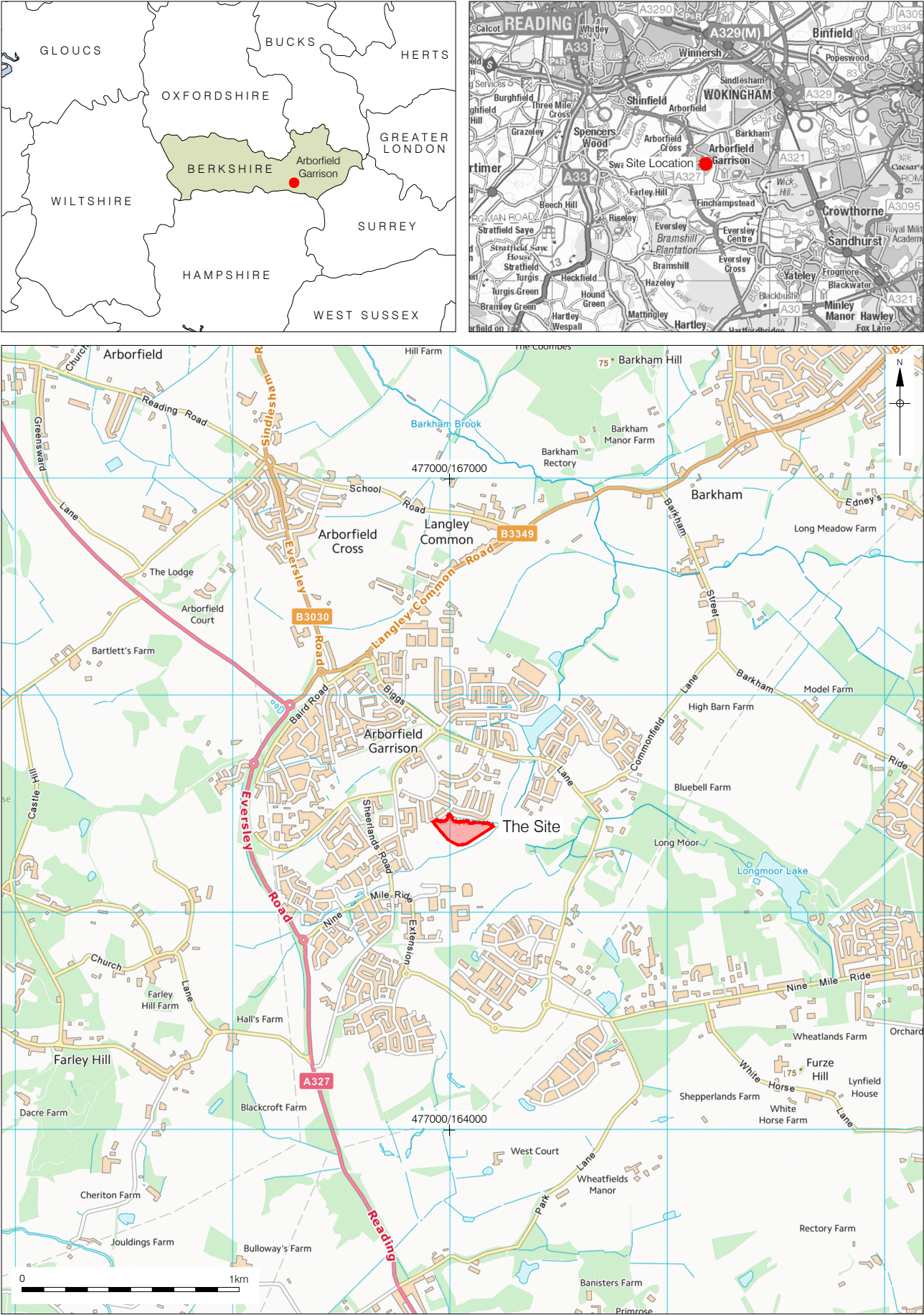


Figure 1
Site Location
1:2,000,000, 1:250,000, 1:25,000 at A4



Figure 2
Detailed Site Location showing Proposed Excavation
Areas and Previous Interventions and Features
1:1,250 at A4



Plan reproduced from a drawing by Pegasus Planning Group Ltd. (June 2026)

Figure 3
Proposed Excavation Areas overlain on
the Proposed Development Layout
1:1,250 at A4

APPENDIX 1: LANDOWNER TRANSFER FORM

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site name: Arborfield Garrison, Parcel N, Arborfield, Berkshire
Site Address: As above
Site Code: BAGN26

We have been instructed / commissioned for the work by Tetra Tech Consulting Limited.

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

Therefore, could you please complete the details below and return this letter by post or e-mail to the following:

Zbigniew Pozorski
zpozorski@pre-construct.com

Pre-Construct Archaeology Ltd
Unit 40, Brockley Cross Business Centre
96 Endwell Road, London SE4 2PD

NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name: _____
Address: _____

COMPANY REGISTRATION NO. *(Required for sites in Greater London)*

APPENDIX 2: DIGITAL DATA MANAGEMENT PLAN

Section A: Project Information				
HER# (Site Code):	BPCM26	Other Site Codes	n/a	
Site Full Location	Arborfield Garrison, Parcel N, Arborfield, Berkshire			
OASIS ID:	tbc	K-Code:	K11552	
Museum Acc. #	tbc	NGR #	SU 77083 65371	
Planning Ref #:	O/2014/2280	Planning Authority	Wokingham Borough Council	
DMP Written	August 2026	DMP Last Updated	n/a	
Project Manager/ Primary Contact:	Zbigniew Pozorski	Project Type:	Strip, Map & Sample	
Client:	Tetra Tech Consulting Ltd	Site Supervisor:	tbc	
Data Sharing Agreement in Place?	no			
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)	
Section B: Estimated Volume of Data				
File types generated as part of the project archive by PCA:				
Data Type	Format	Estimated Volume	Details/Comment	
Spreadsheets	Excel (.xlsx), .csv	Tbc		
Database	Access (.accdb)	Tbc		
Text/Documents	.pdf, Word (.docx)	Tbc		
Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Will existing or external data be utilised?			YES	
If yes, list type of data and source: External specialist reports, external images				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Text/Documents	.pdf, Word (.docx)	Tbc		
Section C.: Data Acquisition, Processing, and Analysis				
What methods and data standards will be undertaken?				
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, as well as any specific London guidelines, whenever possible and will be updated as the project progresses, or as guidance is modified.				
What file naming/structure is in place and how will version control be maintained? Display example below.				
Example file name: PCA _ site code _ site name _ report type _ author _ version control The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).				
What Quality Assurances of the data are in place?				
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.				
Section D: Documentation and Metadata:				
How can the data be read?				
Data collected during the course of the project will include standard formats as listed within section B.				
What documentation and metadata will be provided when the data is archived?				

A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository		
Section E: Ethics and Legal Compliance:		
How can the identity of individuals be protected if required		
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.		
Is the data GDPR 2018 compliant?		
All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.		
Who owns the data generated during the course of this project?		
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.		
Section F: Storage and Backup:		
Is sufficient storage in place?		
All project data will be held on a server based at our London office. The server has sufficient space to hold all data generated during the project.		
What backups are in place?		
Project data will be stored on a companywide intranet and on servers located at our London office.		
What data security is in place?		
All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.		
Section G: Selection and Preservation:		
Which data will be selected for inclusion within the project archive?		
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.		
What is the long-term preservation plan for the project dataset?		
The digital archive will be deposited with the ADS.		
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	NO	
Has the Museum or depository been contacted	NO	
Section H: Data Dissemination:		
How will the dataset or parts of it be shared?		
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.		
Section I: Responsibilities:		
Who will manage the data?		
The project manager will be responsible for implementing the data management plan and its security.		
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/IT Specialist	
General Data backup	IT Specialist/Archives Officer	

