A.5 Photograph Location Plans

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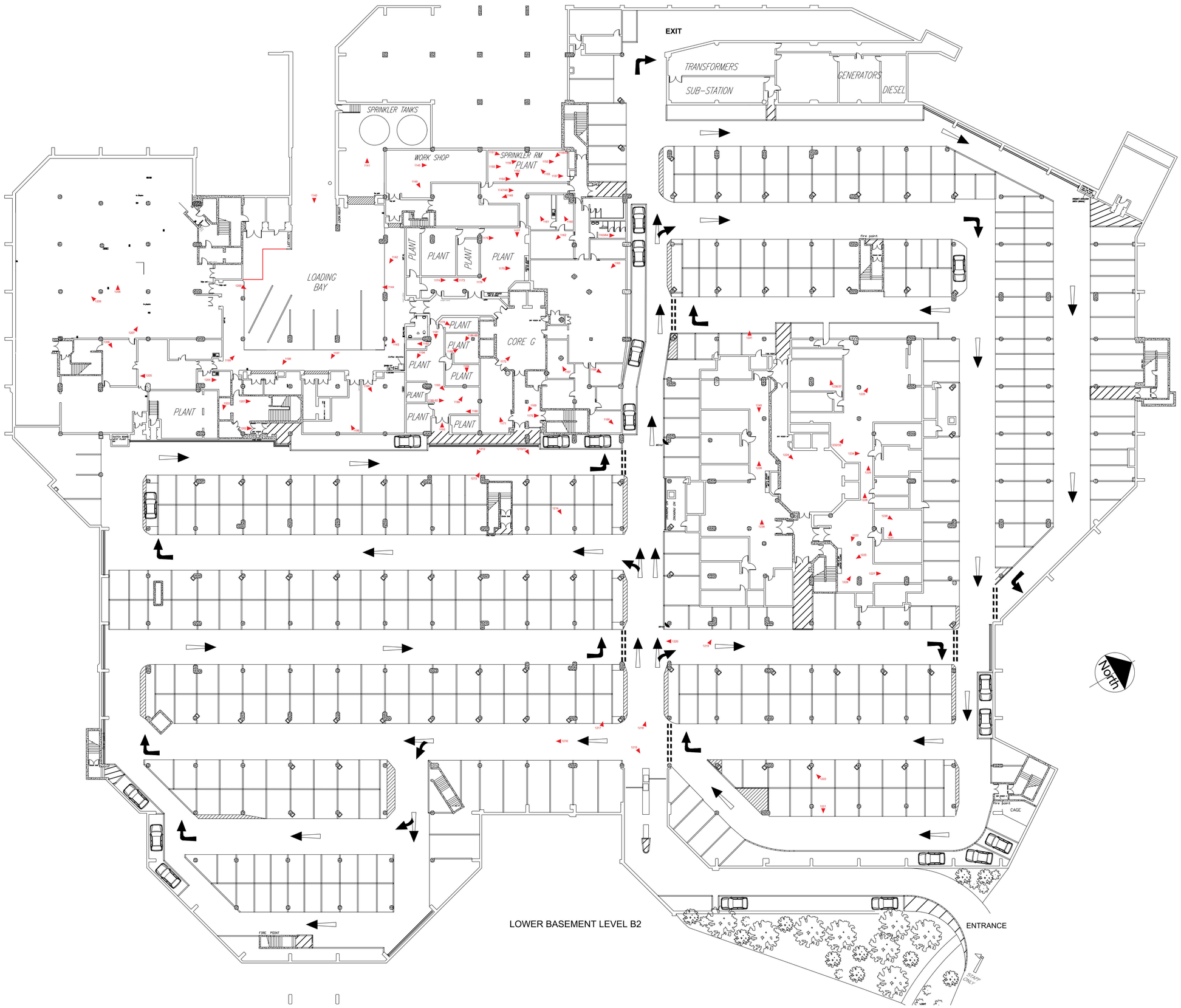
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- New Wall
- Wall Removed/Blocked Opening

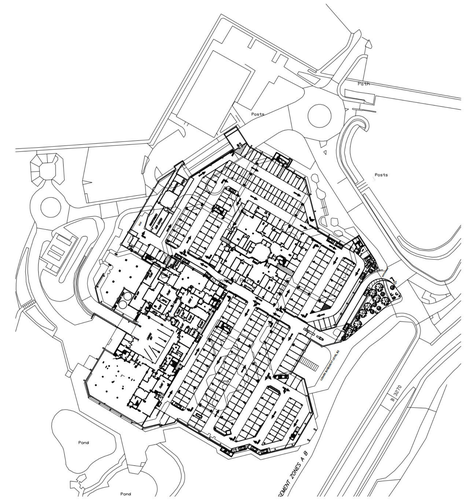
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0m 2m 4m 6m 8m 10m

SCALE 1:200





KEY 1:1250

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Client
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Drawing Title
EXISTING BUILDING
LOWER BASEMENT LEVEL B2

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1:200	A0	JC	SKT	13/01/2025

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5704	CA	00	B2	DR	A	00101	P01



UPPER BASEMENT LEVEL B1

Key

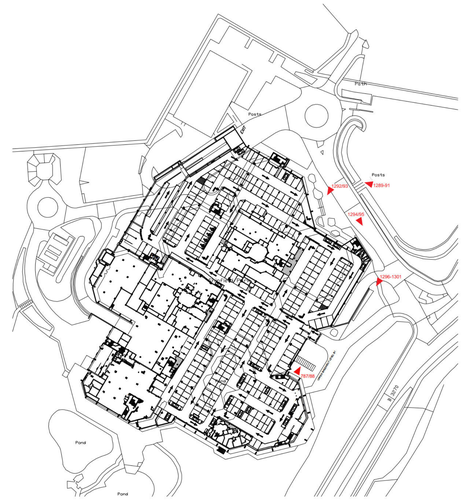
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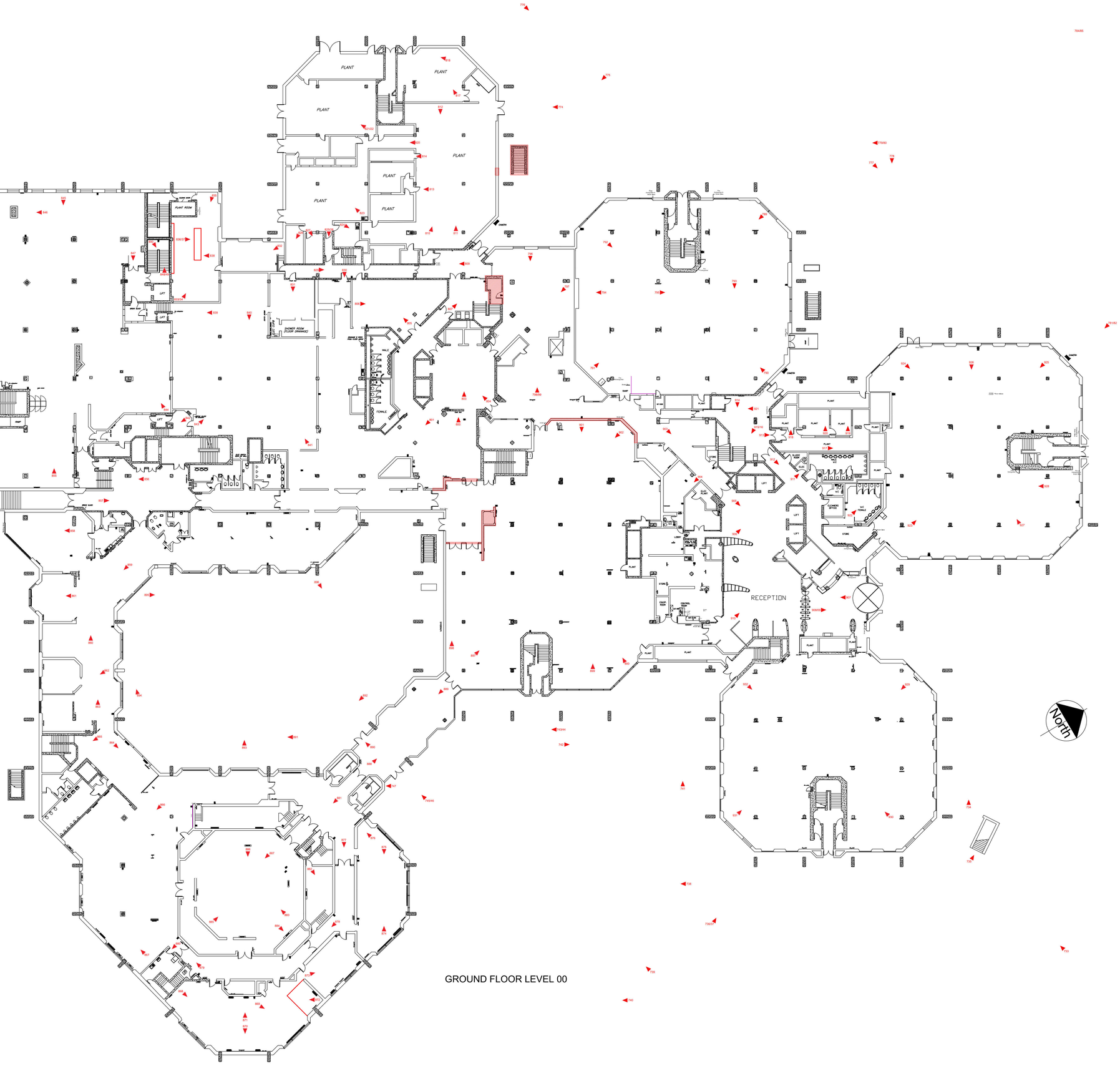
Project
SHINFIELD PARK
READING

Client
WRENBRIDGE

Drawing Title
EXISTING BUILDING
UPPER BASEMENT LEVEL B1

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5704	CA	00	B1	DR	A	00102	P01



GROUND FLOOR LEVEL 00

Key

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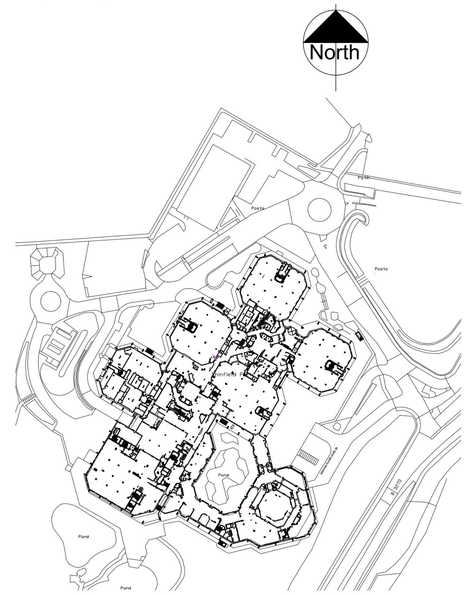
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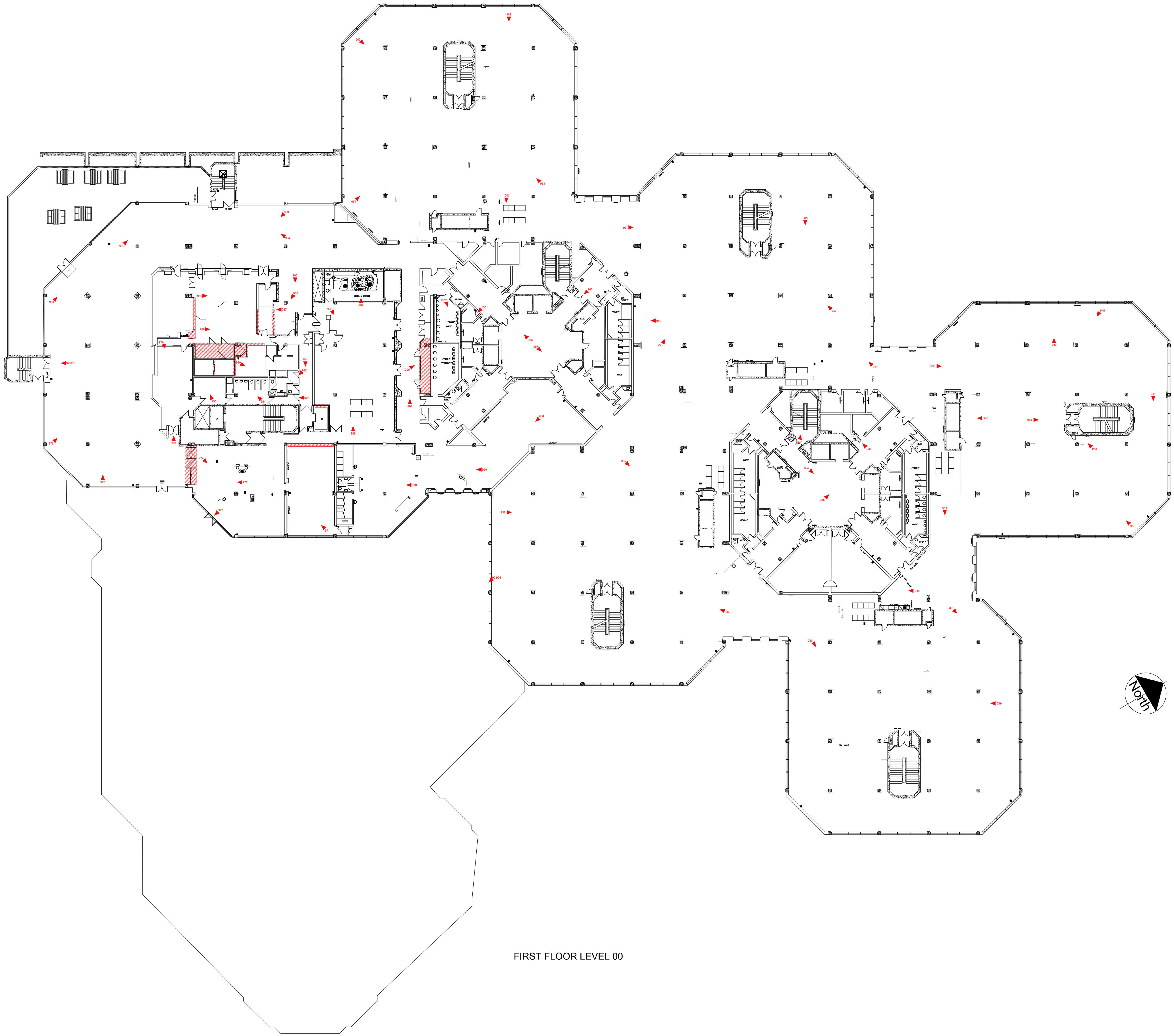
Project
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Drawing Title
EXISTING BUILDING
GROUND FLOOR LEVEL 00

Scale	Size	Drawn	Checked	Date
1:200	A0	JC	SKT	13/01/2025

Project	Originator	Functional	Spatial	Form	Discipline	Number	Rev.
5704	CA	00	00	DR	A	00103	P01



FIRST FLOOR LEVEL 00

Key

▲	Photo Location
1235	Photo Number
——	New Wall
▨	Wall Removed/Blocked Opening

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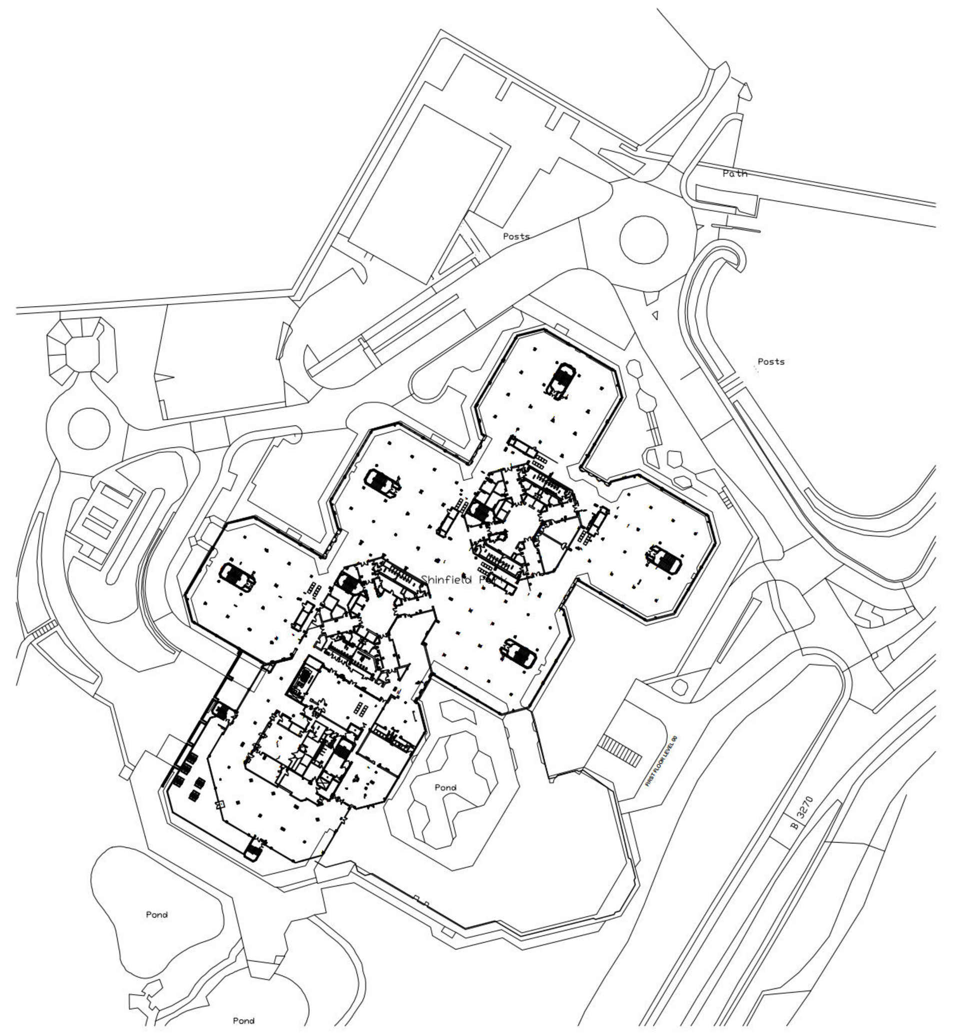
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SCALE 1:200

North



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North

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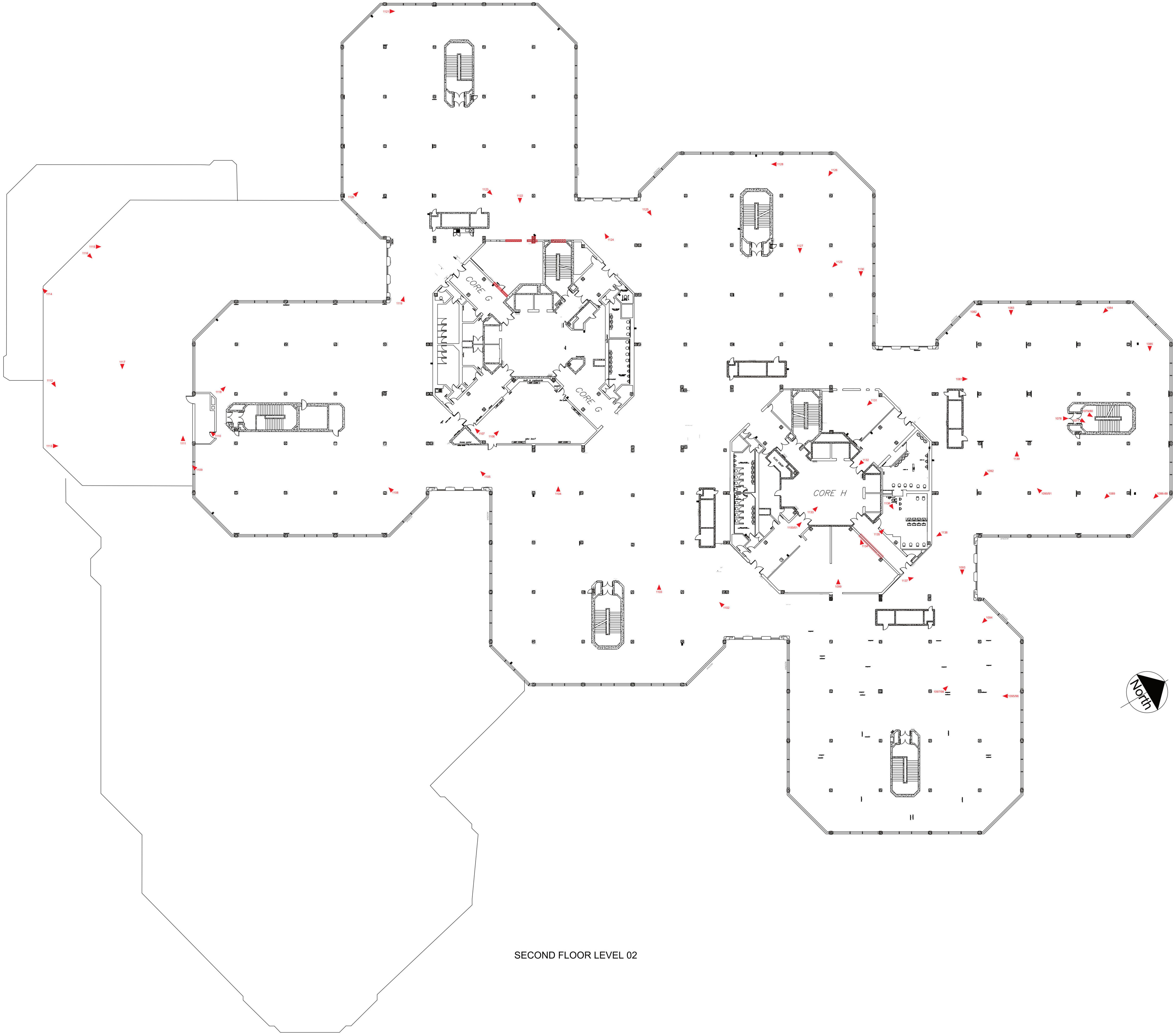
Project
SHINFIELD PARK
READING

Client
WRENBRIDGE

Drawing Title
EXISTING BUILDING
FIRST FLOOR LEVEL 01

Scale	Size	Drawn	Checked	Date
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Project	Originator	Functional	Spatial	Form	Discipline	Number	Rev.
5704	CA	00	01	DR	A	00104	P01



SECOND FLOOR LEVEL 02

Key

(red triangle)	Photo Location
1235	Photo Number
(red line)	New Wall
(hatched)	Wall Removed/Blocked Opening

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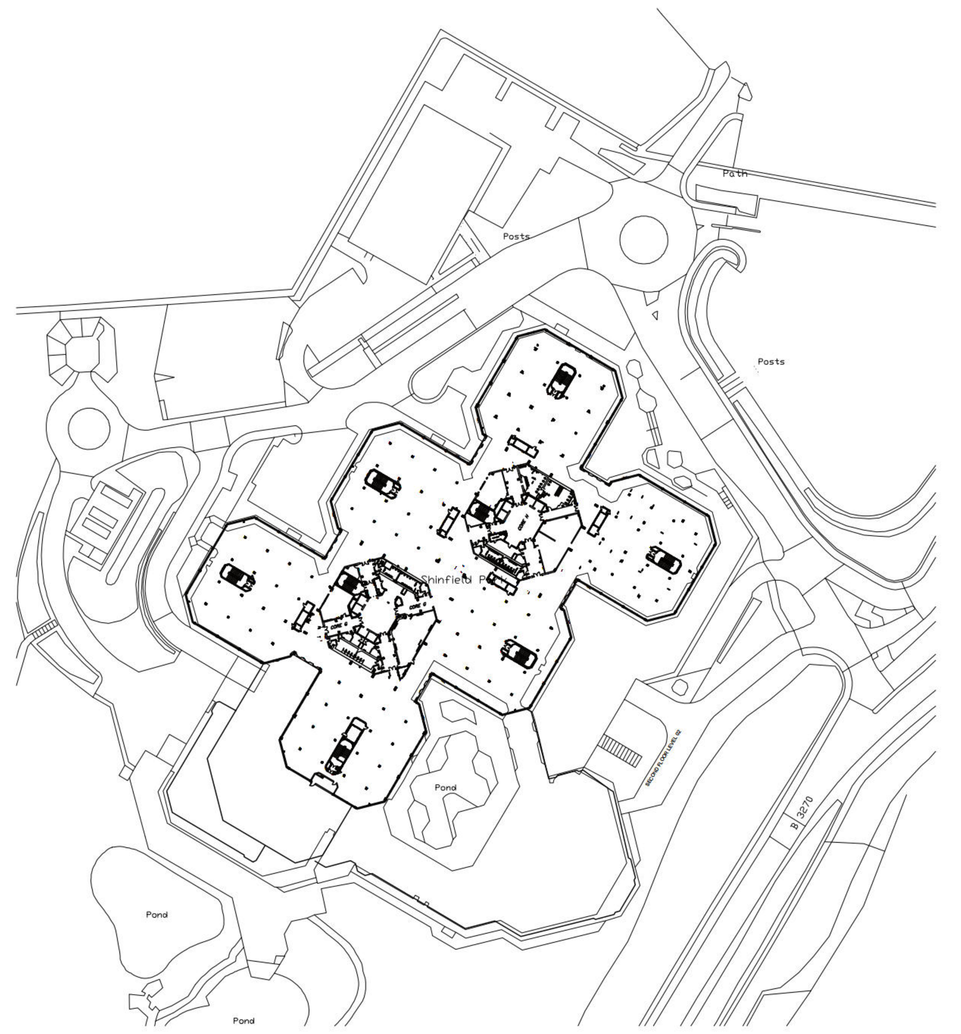
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SCALE 1:200

North



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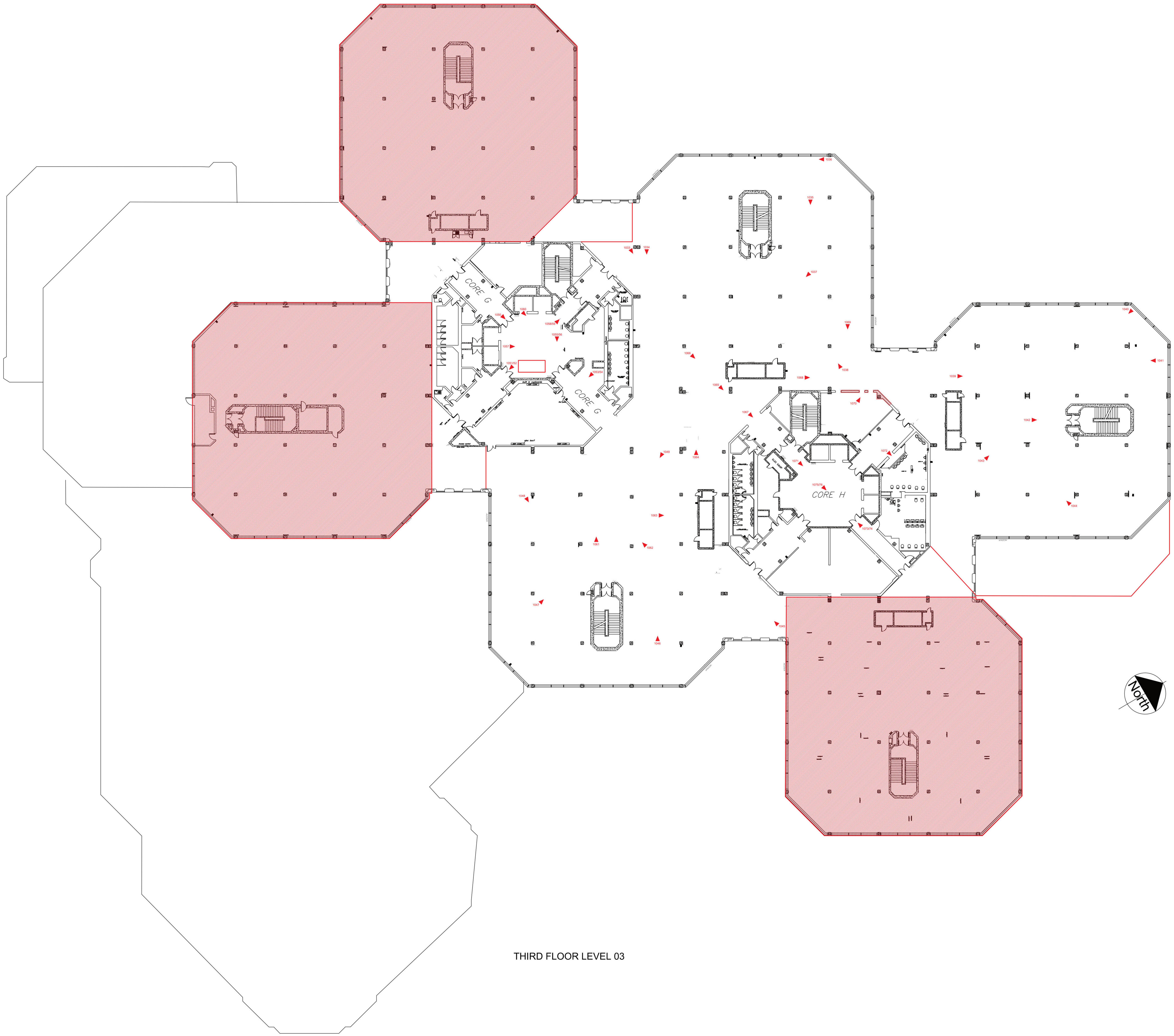
Project
SHINFIELD PARK
READING

Client
WRENBRIDGE

Drawing Title
EXISTING BUILDING
SECOND FLOOR LEVEL 02

Scale	Size	Drawn	Checked	Date
1:200	A0	JC	SKT	13/01/2025

Project	Originator	Functional	Spatial	Form	Discipline	Number	Rev.
5704	CA	00	02	DR	A	00105	P01



THIRD FLOOR LEVEL 03

Key

▲	Photo Location
1235	Photo Number
——	New Wall
▨	Wall Removed/Blocked Opening

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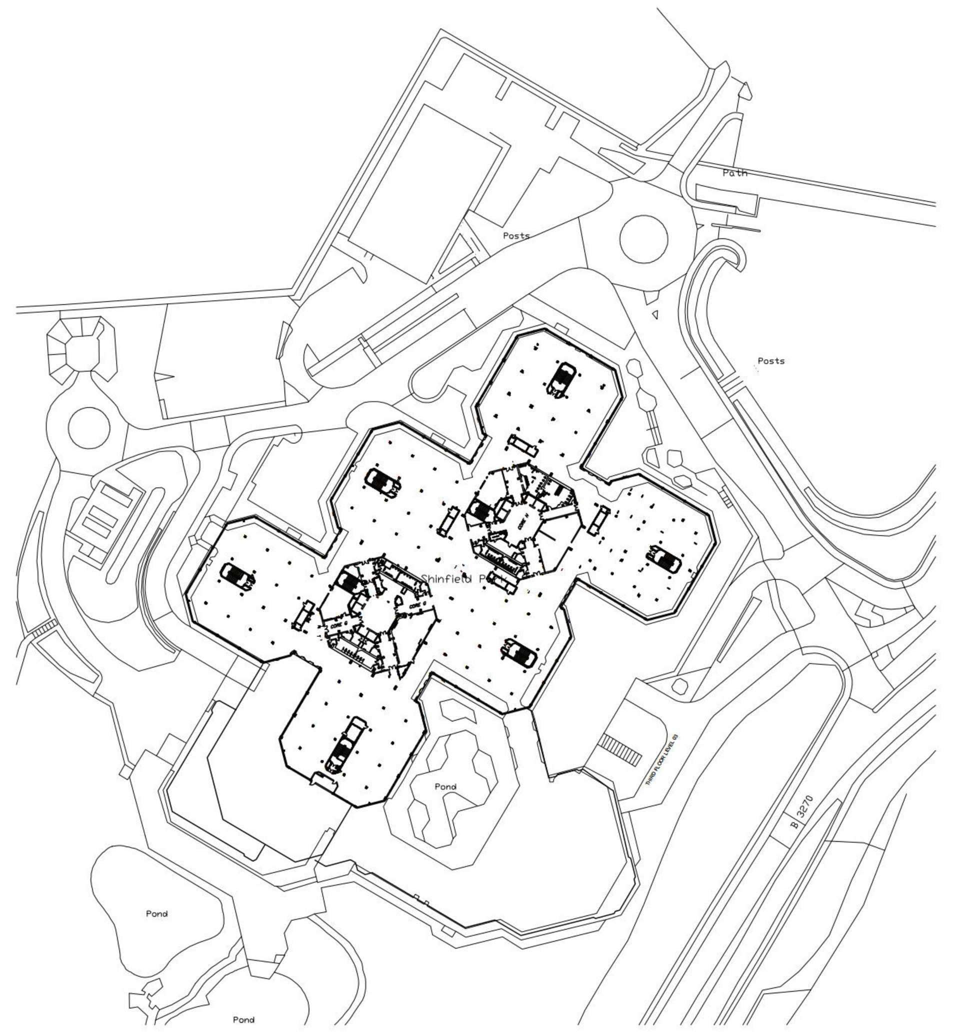
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SCALE 1:200





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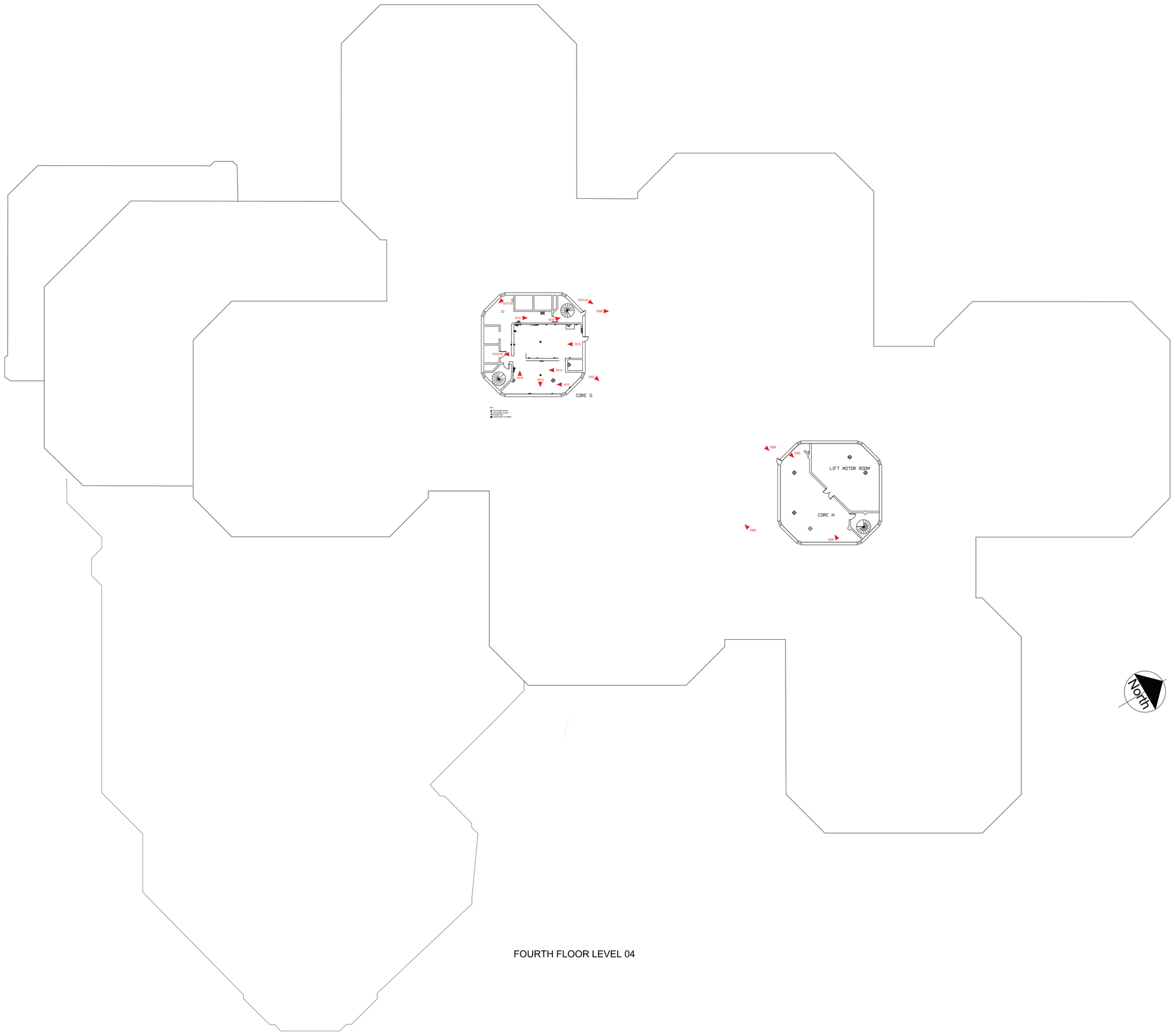
Project
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Client
WRENBRIDGE

Drawing Title
EXISTING BUILDING
THIRD FLOOR LEVEL 03

Scale	Size	Drawn	Checked	Date
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Project	Originator	Functional	Spatial	Form	Discipline	Number	Rev.
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FOURTH FLOOR LEVEL 04

Key

- Photo Location
- 1235 Photo Number
- New Wall
- Wall Removed/Blocked Opening

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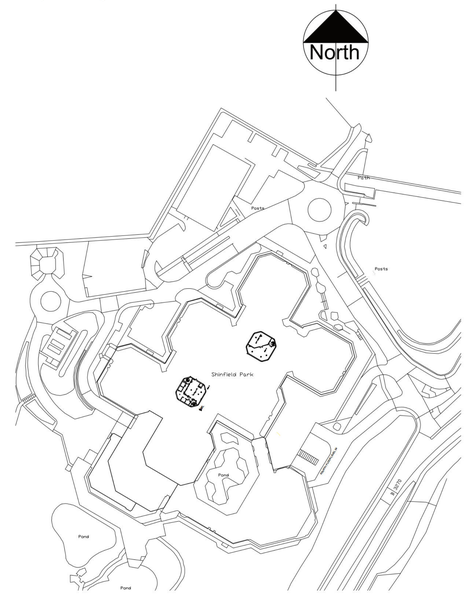
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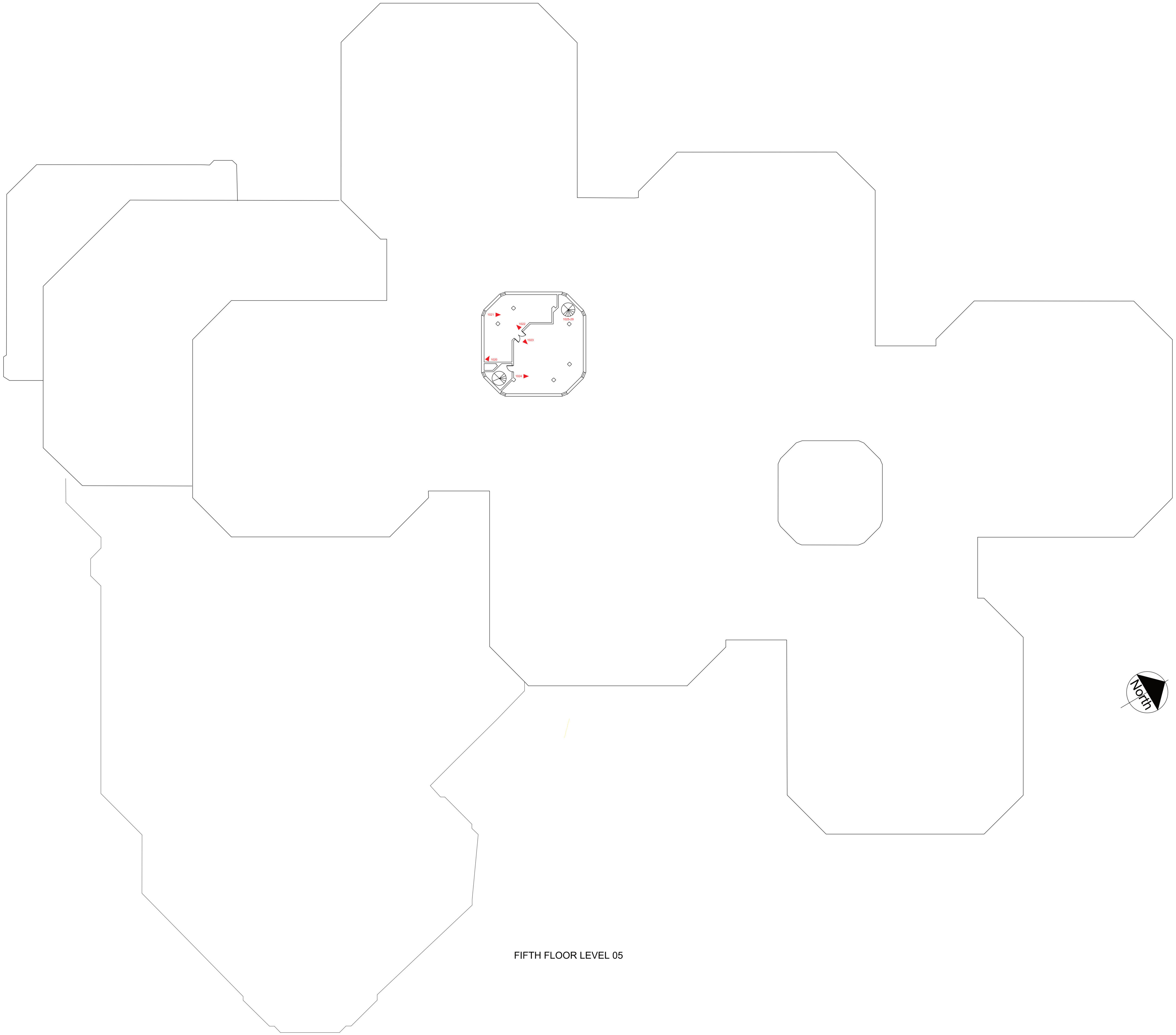
Project
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READING

Client
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Drawing Title
EXISTING BUILDING
FOURTH FLOOR LEVEL 04

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FIFTH FLOOR LEVEL 05

Key

- Photo Location
- 1235 Photo Number
- New Wall
- Wall Removed/Blocked Opening

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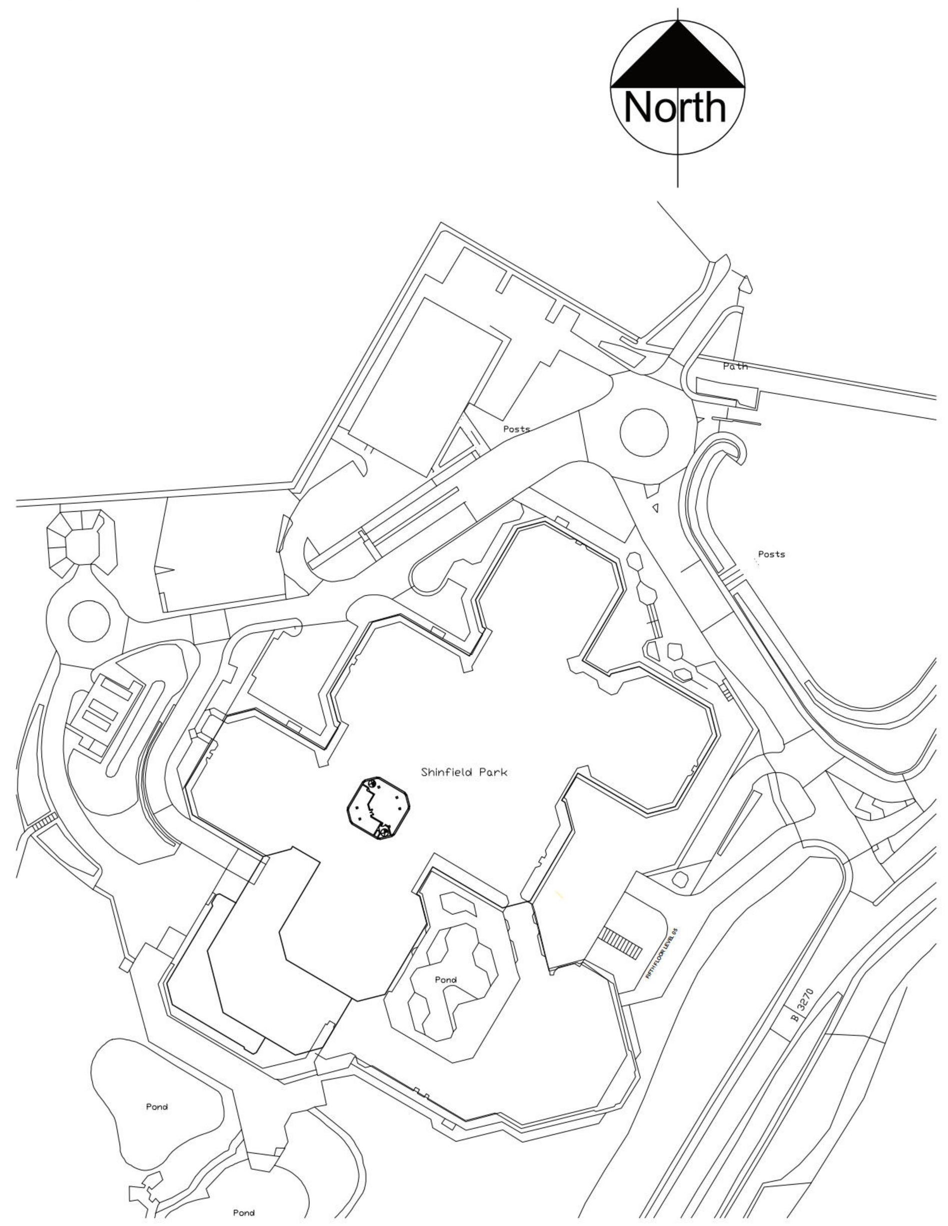
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Drawing Title
EXISTING BUILDING
FIFTH FLOOR LEVEL 05

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Project	Originator	Functional	Spatial	Form	Discipline	Number	Rev.
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A.6 Written Scheme of Investigation

Stantec

Written Scheme of Investigation for Historic Building Recording

Shinfield Park, Shinfield Road, Shinfield, RG2 9FW

April 2025

Prepared by:
Stantec Archaeology and Heritage Team

Project Number:
333101463

Revision	Description	Author	Date	Quality Check	Date	Independent Review	Date
V1.0	Final Issue	EM	14.04.2025	ELT	15.04.2025	HC	16.04.2925

The conclusions in the Report titled **Shinfield Park, Shinfield Road, Shinfield - Written Scheme of Investigation for Historic Building Recording** are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

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Prepared by: [redacted]

Signature

Emma McKeown

Printed Name

Reviewed by: [redacted]

Signature

Emily Taylor

Printed Name

Approved by: [redacted]

Signature

Harry Clarke

Printed Name

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Appendices

Appendix A: Data Management Plan

Figures

Figure 1: Site Location

Photographs

Photograph 1: Aerial photography of the Site

1 Introduction

1.1 Project Background

1.1.1 Stantec's Archaeology and Heritage team, working on behalf of Wrenbridge (FRELD Reading) LLP ("Wrenbridge") (hereafter 'the Client'), have prepared a Written Scheme of Investigation (WSI) for a programme of historic building recording at Shinfield Park located to the south of Reading (hereafter the Site; National Grid Reference (NGR) SU 72845 69045; Figure 1).

1.1.2 The historic building recording will conform to current national guidelines as set out in *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England 2016). The work will also follow guidance published by the Chartered Institute for Archaeologists (CIfA 2020a; 2020b; 2022) and *The Management of Research Projects in the Historic Environment: The MoRPHE Project Managers Guide* (Historic England 2015a).

1.2 Site Description

1.2.1 The Site is located on the edge of Reading, approximately 1.6km northeast of the M4 Junction 11. The route of the M4 runs roughly northeast to southwest, at its closest approx. 120m to the south/southeast of the Site. On the south side of the M4 is the Thames Valley Science Park and Shinfield Studios.

1.2.2 The Site is bounded by Whitley Wood Lane and the B3270 to the east and dense woodland (Nores Hill Wood) to the southwest, west and northwest. These areas form local wildlife sites and ancient woodland. Measuring approx. 5.5ha in extent and lying approx. 75m above Ordnance Datum (aOD), the Site is occupied by a former commercial office building known as Shire Hall, approximately three-storeys in height and constructed of glass and concrete, (Photograph 1). The building is surrounded by hard landscaping, with access roads and car parking in the northeast. Ponds are present to the south of the building.

1.2.3 A three-storey rectilinear building was also located in the northwestern corner of the Site, with associated car parking and hardstanding. The building is understood to have formerly been in commercial use as an office block but was only ever subject to temporary planning permission. The temporary building has since been dismantled and removed. Outbuildings are present in the northeast.

1.2.4 Further car parking is present in the southwestern extent of the Site and planting is present throughout, comprising areas of amenity grass and mature tree belts.

1.2.5 The surroundings of the Site are characterised by residential development.



Stantec	Wrenbridge (FRELD	**Shinfield Park, Shinfield Road, Shinfield – Written Scheme of Investigation for Historic Building** Figure 1: Site Location	Contains OS data © Crown Copyright and database right 2020	1:5,000 @ A3	Date: 16/04/2025
				Drawn: ELT	Checked: LK
				Figure 01	Rev A



Aerial view of site looking east



Aerial view of site looking west

Photograph 1: Aerial photography of the Site

1.3 Planning Background and Project Programme

1.3.1 In February 2025 an application was submitted to Wokingham Borough Council for *the proposed redevelopment of the site for flexible employment use (Use Class E(g)(ii)-(iii)/B2/B8) together with servicing areas, parking, landscaping and other associated works, including demolition* (App ref. 250415).

1.3.2 As part of the application, a Historic Environment Desk Based Assessment (HEDBA) was produced by the Stantec's Archaeology and Heritage team to inform the planning application submitted for the Site.

1.3.3 On the 1st April 2025, consultee comments were received from the Built Heritage Officer at Wokingham Borough Council. The officer did not object to the application, subject to a conditional programme of works:

No development shall commence on site until a programme of recording of Shire Hall has been carried out. This shall be to the equivalent of a Historic England Level 2 Building Record, as set out in 'Understanding Historic Buildings: A Guide to Good Recording Practice' (Historic England 2016). A report detailing the results of this record shall be submitted to and approved in writing by the Local Planning Authority and subsequently submitted to the HER by the applicant.

Reason: In order to record the architectural and historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan Policy TB24.

1.3.4 As demolition of all existing built form within the Site has been approved by Wokingham Borough Council under permitted development, with the works likely to commence in the interim period (prior to determination of the live application), it is recommended that the historic building recording programme be delivered as follows:

- Submission of the WSI to the Local Planning Authority (LPA), to obtain approval of our proposed approach, whilst the current application (ref. 250415) remains live to expedite the process and reduce timescales.
- Delivery of the historic building recording (drawn and photographic record) prior to demolition commencing.
- Completion, finalisation and delivery of the written record and archive no later than 6 months following commence of development.

1.3.5 Considering the above, Stantec have proposed a rewording of the condition which will be submitted to Wokingham Borough Council for consideration. This comprises the following:

A. No demolition or development can take place until a Written Scheme of Investigation for a programme of historic building recording (to the equivalent of a Historic England Level 2 Building Record, as set out in '*Understanding Historic Buildings: A Guide to Good Recording Practice*' (Historic England 2016)) has been submitted and approved by the Local Planning Authority. The WSI should include the proposed methodology and should set out the timeframe for recording and demolition.

B. No demolition can take place until the historic building recording (drawn and photographic record) has been carried in accordance with the approved Written Scheme of Investigation.

C. The report, detailing the results of the historic building record, shall be submitted, and approved by the Local Planning Authority, in writing no later than 6 months following commence of development.

1.3.6 Following approval of this WSI, it is recommended that A be adjusted to the following:

A. The historic building recording must be undertaken in accordance with the Shinfield Park, Shinfield Road, Shinfield - Written Scheme of Investigation for Historic Building Recording (dated May 2025) hereby approved.

1.3.7 The programme of historic building recording at the Site will focus specifically on Shire Hall (the principal building); all other built form within the Site is excluded from the survey.

2 Background Context

2.1 Introduction

2.1.1 A summary of the historic development of the Site has been compiled below, informed from the HEDBA produced by Stantec in January 2025. No images / photographs from the HEDBA have been reproduced in this WSI. Whilst a concise summary has been provided below, it is recommended that this WSI be read in conjunction with the HEDBA.

2.2 Historical Context

2.2.1 The earliest cartographic source consulted for the HEDBA dated to 1756 and recorded the Site encompassing parliamentary enclosures, arable fields and part of a woodland. The Site was held under several different ownerships, with Nowers North Hill Coppice recorded in the northwestern extent.

2.2.2 Subject to minor alterations between the mid-18th and early 19th centuries, with the removal of internal field boundaries to create larger land parcels, part of the Site formed Shinfield Lodge estate during this period. In the mid-19th century Alexander Cobham Esquire gave permission for the widening and enclosure of Nores Hill Coppice.

2.2.3 During the late 19th century, the Site was subject t to field boundary removal and crossed by a footpath, orientated east to west connecting Shinfield Road in the east with Whitley Wood in the west. Parkland in the Site formed part of the wider Shinfield Lodge parkland/estate, creating a woodland belt orientated roughly northeast to southwest. The planting appears formal and regulated, despite the distance from Shinfield Lodge, reflecting the historic boundaries and access in this area.

2.2.4 Shinfield Lodge estate is understood to have been subdivided and sold in the early 20th century, with sales particulars from the 1900s to 1930s recording it under several different ownerships.

2.2.5 In January 1940 the RAF's Unit Headquarters (HQ) of Training Command (formed in 1936 following reorganisation of the Air Force) moved from Market Drayton to the Site. The HQ was responsible for facilitating and directing aircrew training and Shinfield Lodge became part of 'Site 1, South Camp' providing administrative capacity. This use altered both Shinfield Lodge and its associated parkland/estate. In the 1960s the Site was characterised by a camp, comprising linear buildings (barracks) orientated northeast to southwest, with associated infrastructure (tank), access roads and landscaping. These buildings are likely to have comprised temporary constructions and would have been utilitarian in nature. The buildings would have supported the use of the wider estate/parkland as a training camp. By the 1970s the Site had been cleared.

2.2.6 For most of the 20th century the administration of Berkshire County Council was undertaken in the town centre. Following the Local Government Act of 1972, the council moved into the Site and erected the existing building, Shire Hall. Works commenced in early 1976, these were completed in 1981 and the building opened in April 1982 by Queen Elizabeth II. It cost a total of £27.5 million to build.

2.2.7 Within the wider landscape, the former Shinfield Lodge to the north was occupied by the Meteorological Office with associated development in the grounds. This area was developed into housing in the 21st century.

2.2.8 The Site remained occupied by Reading and Wokingham councils throughout the late 20th century, until 1998. It was subsequently occupied as commercial premises by several businesses (Foster Wheeler and subsequently Wood Group) throughout the 21st century. In c.2006 the smaller, temporary office block was constructed to accommodate the office workforce.

2.3 Existing Building- Shire Hall

2.3.1 The principal building in the Site, Shire Hall, dates from the 1980s and comprises a former commercial office block with two levels of underground car parking and plant rooms. Originally built as the Head Quarters for Berkshire County Council, it remained in commercial use until the early 21st century.

2.3.2 The building is not formally designated or identified as a Locally Listed Building or non-designated heritage asset.

2.3.3 Shire Hall was designed by county architect, Richard Paul, with consulting engineers Armas Safier and Partners. It was built by Laing's South London Region. The building is three-storey in height and constructed of reinforced concrete and glass/glazing, with large precast concrete cladding. The building is formed of seven octagonal pavilions, linked by a three-level podium, and two central core structures. The building has a lift built within a 60ft drop shaft and the two cores each have 4 lift shafts although only three have lifts located within them.

2.3.4 Within the basement is a former emergency control purpose-built bunker which historically comprised offices, storerooms and toilets. Historic plans demonstrate the former function of these areas. The bunker was later used for storage resulting in the removal of any earlier features. The rooms have been stripped, subsumed by the basement and are devoid of any features of architectural or historic interest. The former function as an emergency control purpose-built bunker is not legible in the building today. The former layout and function of these rooms is only understood from cartographic and documentary sources.

2.3.5 Historic photographs available online illustrate the building in use, with its setting comprising car parking, access roads and areas of landscaping. It is understood that the original intention for Shire Hall was a council office for the south of England, but during the late 20th century councils were subdivided into county level administrations meaning the office was never fully occupied. The building was subsequently occupied by several administrative and private companies before being the engineering consultancy Foster Wheeler, which subsequently became Wood Group (TRC Companies 2024a).

2.3.6 Historic photographs online also record its construction and interior, once complete, in the late 20th century, as well as the official opening by Queen Elizabeth II. The former interior originally featured a classic late 20th century architectural design, although it was later refurbished and modernised. The building is now vacant and has been subject to a soft strip. The interior does not resemble that which was present at the time of construction/operation in the late 20th century.

3 Historic Building Recording

3.1 Project Scope

3.1.1 The proposed programme of historic building recording will focus specifically on Shire Hall. No further buildings, structure or built fabric are included within the scope of works.

3.1.2 As outlined in Section 1, the programme of historic building recording will comprise a sequential programme of work formed of two phases:

- Pre-determination of the live application (ref. 250415): the drawn and photographic record will be produced prior to demolition of the building, approved under permitted development; and
- Post-determination of the application: complete of the programme of building recording comprising reporting and archiving securing the condition.

3.1.3 The level of recording is commensurate with a Level 2 as described in *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England 2016).

3.2 Project Standards and Guidance

3.2.1 The historic building recording and reporting will conform to current national guidelines as set out in *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England 2016). It will adhere to guidelines published by CIfA: *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures* (2020a) and Standards *and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (2020b). All work will be carried out in line the CIfA's *Code of Conduct* (2022).

3.3 Project Aims

3.3.1 The primary aim of the historic building recording is to create a descriptive record providing an account of the building's form, function, date and sequence of development. The historic building recording will describe and record both the exterior and interior, and '*produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based*' (Historic England 2016, p. 25). An archive of the report will be created as a result of the survey.

3.3.2 The general aims of the project are:

- To accurately record the form, character and architectural details of Shire Hall as existing;
- To accurately record the fabric of the buildings as existing, including both historic and modern material;
- To identify and record any evidence of structural features, fixtures or fittings of historic significance; and
- To prepare a comprehensive indexed and cross-referenced archive from the fieldwork.

3.4 Methodology for Historic Building Recording

Drawn Record

3.4.1 The drawn record for Shire Hall will utilise existing architect measured and annotated floor plans and elevation drawings, checked for accuracy on Site. This will cover all floors.

3.4.2 Where necessary measured drawings to show the form of any architectural decoration or small-scale functional detail will be provided if not easily captured by photography.

Photographic Survey

3.4.3 All photographic recording of Shire Hall will be completed prior to demolition.

3.4.4 The photographic survey will be undertaken using a digital SLR camera. Photographic scales will be used in all photos where required and relevant. The photographic survey will comprise:

- A general view or views of the building (in its wider setting or landscape);
- The external appearance of the building;
- The internal appearance of the building (i.e. the overall appearance of the principal rooms and circulation areas);
- External or internal detail, structural or decorative, which is relevant to the design, development and use;
- Any dates or other inscriptions/signage that contribute to an understanding of the building. Where difficult to interpret a transcription will be provided;
- Working photographs will also be included illustrating the nature of the works being undertaken; and
- Photographic location plans, drafted on sketch plans, to record the location and direction of the photographic record.

3.4.5 Where appropriate, sample photographs and / or general photographs will be taken of recurring rooms, features or fabric. These photographs will be tied into the drawn record.

3.4.6 Photography will follow the guidelines for best practice as found within *Digital Image Capture and File Storage: Guidelines for Best Practice* (Historic England 2015b). In addition, digital photography will conform to the following:

- Photographs will be taken with a high-resolution digital SLR camera with sensors exceeding 12 mega-pixels;
- All photographs will be taken using the highest quality setting. TIFF format images are required for archive purposes;
- All digital photographs will be saved with a file name that uses the project number, than an underscore followed by 'Image' and a simple numerical sequence, e.g. Stantec_Image123;
- All images will be saved on Stantec's document management system, which automatically backs up and saves files. A digital hard copy (on archival DVD-R) will also be made;
- Working copies of images will be saved separately to archive copies to ensure that archive images are not degraded by manipulation and re-saving; and
- The criteria for selecting images for archive will be clearly stated to allow future users to understand the selection process.

Archival Research

3.4.7 Archival research was undertaken as part of the HEDBA produced by Stantec. This included a review of both online sources, and in-person research at Royal Berkshire Archives. Data held

by the Reading Borough Council Historic Environment Record (HER) was obtained and information held by Historic England was reviewed via their online platform.

3.4.8 The material outlined above will be utilised as part of the historic building recording. Given the level of research previously undertaken, return visits to the data sources are not included within the programme set out in this WSI. No further archival research is proposed.

Written Account

3.4.9 The written account will be produced to discharge the forthcoming condition attached to the Site.

3.4.10 The report, detailing the results of the historic building record, shall be submitted, and approved by Wokingham Borough Council Built Heritage Officer, in writing no later than 6 months following commence of development.

3.4.11 The written account will comprise:

- The precise location of the Site as an address and in the form of a National Grid reference;
- A note of any statutory designation (that is listing, scheduling, register of historic parks and gardens, Conservation Area);
- The date when the record was made, the name(s) of the recorder(s), and the location of any archive material;
- Contents list with list of illustrations or figures;
- Context relating to the circumstances in which the record was made, its objectives, methods, scope and limitations and any constraints;
- A statement describing the form of the buildings, their function, date and sequence of development. The names of architects, builders, patrons and owners will be given if known;
- A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence and a critical evaluation of previous records of the building, where they exist. Where available and relevant primary documentary sources will be referred to;
- Account of the buildings uses, overall forms and phases of development, supported by illustrative material and information relating to earlier removed fabric or fixings;
- A discussion of the Site's past and present use;
- A list of sources consulted.

Post-Fieldwork Analysis and Reporting

3.4.12 According to standard procedure, the Historic Building Recording survey will be followed by a period of post-fieldwork analysis and reporting. This will include the preparation of the archive for the Site report and subsequent deposition.

3.4.13 The reporting will comprise the production of an illustrated report collating written, graphic and recorded information.

3.4.14 Once complete, the report would be submitted informally to the Built Heritage Officer for review and comment. A digital copy (pdf/A-1a) of the final report will be provided to the

Wokingham Borough Council Built Heritage Officer for their approval. The Client will be responsible for submission of the final report to Wokingham Borough Council to discharge the associated planning condition. This will be delivered within 6 months following commence of development.

3.4.15 A digital copy of the report will be deposited with the Berkshire HER no later than three months after completion of the entire project. Should contingencies be required or there be unforeseen delays, the timeframe would be discussed and agreed with the Built Heritage Officer.

3.4.16 A digital copy of the report will also be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database.

3.4.17 The report submitted will conform to the requirements of CIfA (2020a) and Historic England's *Guide to Good Recording Practice (*2016). As a minimum the report will contain the following:

- A non-technical summary;
- Introduction, including:
    - The precise location of each of the building as a national Grid Reference (NGR) and in address form;
    - Planning background and relevant references;
    - A note of any statutory designation (Listing, Scheduling or Conservation Area). Non statutory designations (Local lists etc.) may be added where relevant; and
    - The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- Project aims and objectives;
- A summary of the project methodology;
- A summary statement describing the building's type or purpose, historically and at present, its materials and possible date(s) so far as these are apparent from a superficial inspection;
- Conclusions;
- Supporting drawings, photographs and data comprising:
    - A location map at not less than 1:2500; a site plan at not less than 1:500;
    - Existing architects drawings of the building;
    - A complete set of record photographs, excluding duplications; and
    - A photographic location plan.
- Details of the project archive, including OASIS form; and
- A full bibliography and other references.

3.5 Archive Deposition and Dissemination

3.5.1 The historic building recording archive, including a copy of the final report will be compiled indexed and the offered for deposition with the Royal Berkshire Archives, with a digital copy of the report provided to Berkshire HER.

3.5.2 Copyright on the deposited material will either be assigned to the archives, or the archive will be licensed to use the material. In perpetuity this licence would allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

3.5.3 At the start of work (immediately before fieldwork commences) an OASIS online record (http://ads.ahds.ac.uk/project/oasis/) will be initiated for the historic building recording and key fields completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to Royal Berkshire Archives and the Royal Berkshire Archives. This will include an uploaded .pdf version of the historic building recording and assessment report and any subsequent reports (a paper copy will also be included within the archive).

3.5.4 The requirement for further dissemination will be discussed with Wokingham Borough Council upon completion of the report.

3.5.5 If significant results are obtained a copy of the final report will be deposited in the Historic England Archive, National Monuments Record, in Swindon.

3.5.6 A data management plan is provided in **Appendix A**.

4 Management of Historic Building Recording

4.1 Summary

4.1.1 Wokingham Borough Council will be responsible for approval of this WSI.

4.1.2 Wokingham Borough Council will be responsible for monitoring the historic building recording. A minimum of two weeks' notice of the commencement of surveying for the historic fabric plans will be given by Stantec's Archaeology and Heritage Team.

4.1.3 Access will be permitted to Wokingham Borough Council to monitor the historic building recording as well as the progress of the reporting, if required.

4.1.4 Any variations to the methodology outlined in this WSI will be put in writing to Wokingham Borough Council and approval sought in the first instance.

4.2 Project Timeframe

4.2.1 This WSI will be submitted shortly for approval by Wokingham Borough Council's Built Heritage Officer. Due to the proposed programme for on-site work, and demolition, the WSI will be submitted to the Built Heritage Officer via email for approval. Once approved, a copy of the WSI will be uploaded to the live planning application (ref. 250415).

4.2.2 On-site surveying is currently anticipated to take approx. 2 days with a 2-person survey team. On-site surveying will be undertaken prior to demolition.

4.2.3 Provisional programmes for surveying comprise the 7-8th May 2025. Once surveying is completed on-site, Stantec will inform Wokingham Borough Council's Built Heritage Officer via email.

4.2.4 Once the drawn and photographic record of Shire Hall is completed by Stantec, demolition work can commence under permitted development granted by Wokingham Borough Council.

4.2.5 The report, detailing the results of the historic building record, shall be submitted, and approved by Wokingham Borough Council, in writing no later than 6 months following commence of development.

4.3 Project Team

4.3.1 The Stantec Archaeology and Heritage Team will be responsible for undertaking the historic building recording utilising in-house Heritage Consultants who specialise in historic building recording. A two-person survey team will be utilised for on-site work/

4.3.2 The project will be managed by Lorraine King, Heritage Director at Stantec and Full Member of the Institute of Historic Building Conservation (IHBC). Lorraine has over 16 years' experience working in the sector.

4.3.3 In addition to Lorraine, the project team will comprise:

- Harry Clarke, Associate Heritage Director (MCIfA), with over 13 years' experience working in commercial archaeology both as a field archaeologist and heritage consultant. Harry regularly undertakes historic building recording projects, the most recent of which includes a Level 3 survey of a fish hatch in Dorset for Historic England and Level 2 survey for Twyford Abbey;

- Emily Taylor, Senior Archaeology and Heritage Planner (ACIfA), with over 10 years of experience working in the commercial sector. Emily has prior experience of undertaking

historic building recording projects and is a IHBC Supporter. Emily is currently working towards IHBC accreditation; and

- Emma McKeown, Graduate Archaeology and Heritage Planner. Emma will provide project support, as required, throughout the programme.

4.3.4 Any changes to the project team will be communicated to Wokingham Borough Council.

5 Access, Security and Health and Safety

5.1 Access

5.1.1 The Client will be responsible for ensuring that site access has been secured prior to the commencement of site works, and that the perimeter of the Site is secure.

5.1.2 The Client will also be responsible for ensuring all H&S concerns are addressed to afford access onto Site for Stantec.

5.2 General Health and Safety

5.2.1 All Health and Safety guidelines will be followed on-site.

5.2.2 Stantec Archaeology and Heritage Team will provide all relevant Risk Assessments and Health and Safety Plans to the Client upon request.

5.2.3 All works will be conducted in accordance with Stantec Health and Safety Policies and comply with the *Health and Safety at Work Act* (1974) as well as all other appropriate health and safety regulations.

5.2.4 Health and safety must always take priority over archaeological/heritage matters. All surveyors undertaking fieldwork (e.g. historic building recording) must do so under a defined Health and Safety policy. They must observe safe working practices; the Health and Safety arrangements must be agreed and understood by all relevant parties before work commences (CIfA 2020a).

5.2.5 All work equipment must be suitable for the purpose and in sound condition and be inspected, maintained and examined in line with the requirements of the *Provision and Use of Work Equipment Regulations* and if applicable the *Lifting Operation and Lifting Equipment Regulations* and any other applicable legislation. Inspection and maintenance records must be provided and those using it must be trained and competent to do so.

5.3 Anticipated Health and Safety Considerations

5.3.1 Appropriated H&S documentation will be provided by the Client to the Stantec prior to on-site access being provided. This will include details on:

- The structural stability of the buildings;
- Services/utilities;
- Lighting;
- Contamination including an asbestos register; and
- Known or potential hazards, requirements or issues.

5.3.2 This will inform the Risk Assessments and Health and Safety Plans.

5.3.3 The presence of asbestos is not anticipated but will be confirmed by the Client before any work commences.

5.3.4 All works will be undertaken in accordance with relevant HSE guidance.

6 Confidentiality, Publicity and Copyright

6.1 Report

6.1.1 Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures.

6.2 Copyright

6.2.1 The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body (the archaeological organisation undertaking the work). The originating body will deposit the material with the recipient museum or repository (Royal Berkshire Archives/ HER/ ADS) on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records.

6.3 Community Engagement

6.3.1 Any questions raised by the public, either on site or through other enquires, will be made known to the Client as soon as possible.

6.3.2 Given the nature and scale of the works, the Site is not considered to have the capacity to accommodate information boards, site tours and other community involvement.

7 References

Chartered Institute for Archaeologists (CIfA). 2020a. *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures.* Available at: https://www.archaeologists.net/codes/cifa

Chartered Institute for Archaeologists (CIfA). 2020b. *Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives*. Available at: https://www.archaeologists.net/codes/cifa

Chartered Institute for Archaeologists (CIfA). 2022. *Code of Conduct*. Available at: https://www.archaeologists.net/codes/cifa

Health and Safety Executive (HSE). n.d. *Guidance Notes*. Available at: https://www.hse.gov.uk/pubns/guidanceindex.html

Historic England. 2015a. *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.* Available at: https://historicengland.org.uk/imagesbooks/publications/morphe-project-managers-guide/

Historic England. 2015b. *Digital Image Capture and File Storage: Guidelines for Best Practice.* Available at: https://historicengland.org.uk/images-books/publications/digital-image-captureandfilestorage/

Historic England. 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*. Available at: https://historicengland.org.uk/images-books/publications/understandinghistoricbuildings

Ministry of Housing, Communities and Local Government. 2024. *National Planning Policy Framework (NPPF)*.

Stantec. 2025. *Shinfield Park Historic Environment Desk Based Assessment*. Report Ref 33310146

Appendix A. Data Management Plan

The data management plan below is live and subject to ongoing update. Where relevant, this will be conveyed to Historic England as required.

A.1 Project administration

Project ID
333101463
OASIS ID
TBC
Project Name
Shinfield Park, Shinfield Road, Shinfield – Historic Building Recording
Project Description
Level 2 Historic Building Recording focusing on Shire Hall.
Project Funder / Client
Wrenbridge (FRELD Reading) LLP
Project Manager
Lorraine King, Heritage Director, Stantec UK Ltd
Principal Investigator
Emily Taylor, Senior Heritage Planner, Stantec UK Ltd
Data Contact Person
Harry Clarke, Associate Heritage Director, Stantec UK Ltd
Date DMP created
15th April 2025
Date DMP last updated
15th April 2025
Related data management policies
Archaeological Data Service (ADS). 2013. *Guides to Good Practice*. Chartered Institute for Archaeologists (CIfA). 2020. *Standard and guidance for the collection, documentation, conservation, and research of archaeological materials* Chartered Institute for Archaeologists (CIfA). 2020. *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*. Chartered Institute for Archaeologists (CIfA). 2022. *Code of conduct: professional ethics in archaeology*. Historic England. 2015. *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.* Historic England. 2015. *Digital Image Capture and File Storage: Guidelines for Best Practice*. Historic England. 2017. *Historic England Photogrammetric Applications for Cultural Heritage, Guidance for Good Practice.* Historic England. 2017. *Understanding the Archaeology of Landscapes - A Guide to Good Recording Practice (Second Edition).* Stantec. 2025. *Shinfield Park, Shinfield Road, Shinfield, RG2 9FW – Historic Environment Desk-Based Assessment.* Stantec. 2025. *Shinfield Park, Shinfield Road, Shinfield, RG2 9FW – Written Scheme of Investigation for Historic Building Recording.*

A.2 Data collection

Data to be collected or created

Type	Format	Estimated volume
Text / documents	Word (.docx) PDF (.pdf/a)	TBC (WSI / historic building report / existing architect drawings)
Images	Lossy graphics file (.jpg) Intended deposition format – uncompressed (.tiff)	TBC

Data collection / creation

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against ADS *Guides to Good Practice*. Specific or additional guidance relevant to this project are listed below and will be updated as the project progresses.
- Methods of collection are specified within the WSI (see Stantec's *Shinfield Park, Shinfield Road, Shinfield, RG2 9FW – Written Scheme of Investigation for Historic Building Recording*) and will meet the requirement set out in the relevant Historic England guidance and CIfA Standards and guidance.
- Specific guidance will be followed as outlined above and in relevant accompanying documentation (WSI).
- The working project archive will be stored in a project-specific folder on the internal organisational server.
- Project folders are named following established organisational procedures.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- Final versions of files will include '_FINAL' appended to the filename.
- Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.
- All site records and data collected will be reviewed during project delivery and subsequently on a regular basis to ensure data is accurate and secure and that data management standards are being met.

A.3 Documentation and metadata

Documentation and metadata to accompany the data

- Data collected will include standard formats to ensure the opportunity for use and reuse in the future.
- A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder.
- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.
- Data documentation will meet the requirement of the WSI and Digital Repository Guidelines.
- An archive catalogue documenting digital archive products will be maintained and submitted to the Trusted Digital Repository.

A.4 Ethics and legal compliance

Managing ethical, copyright and Intellectual Property Rights (IPR) issues
• The project archive will include the names of individuals who participate in the survey and post-survey stages. • Stantec UK has a GDPR compliant Privacy Policy which underpins the management of personal data. Any personal data is managed through a secure cloud-based system and not retained in the project specific folders. • Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use. • Copyright for all data collected by the project team belongs to the Stantec UK, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor. • Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

A.5 Data security: storage and backup

Data storage, access and backup during the project lifespan
• All project-related digital data will be stored on servers located in the Stantec UK offices. • Project access follows the Stantec Global standard which limits access to those working within the same Business Centre. Additional access is only granted with written approval from the overall Project Manager. • Data servers are backed-up on a nightly basis by Stantec IT Services who also recover data when required.

A.6 Selection and preservation

Data selection for retention, sharing, and/or preservation
• The project data including survey data, graphics files, photographs and report documents will be evaluated once the project is complete and, where necessary, be selected for retention as part of the project archive. Deposition of the physical archive is the responsibility of the Client. • The project will be published as an online technical report (accessible via OASIS and as part of the archive), with full access to research data. • The project results are likely to provide new research data which can be included in the Historic Environment Record. • 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 of this DMP. • De-selected data will be archived internally according to standard Stantec archiving procedures.
Long-term preservation plan for the dataset
The digital archive will be deposited with the ADS on project completion.
Archiving costs
The deposition of the digital archive with the ADS as calculated using the ADS Costing Calculator has been allowed for in the overall project budget.

A.7 Data sharing

Data sharing and accessibility
• A summary of the project will shortly be included on the OASIS Index of Archaeological Investigation. This will be completed prior to survey work commencing on-site. • Completion, finalisation and delivery of the written record and archive no later than 6 months • A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly. • The location(s) of the final Archaeological Archive will be added to OASIS when appropriate. • The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).
Restrictions on data sharing
• A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata. • Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

A.8 Responsibilities

Person(s) responsible for implementing the data management plan
The Project Manager is responsible for ensuring the data management plan is followed and updated as required throughout the project duration.

With every community, we redefine what's possible.

Stantec is a global leader in sustainable architecture, engineering, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

Stantec