

ARBORFIELD LINEAR PARK PHASE 3
Berkshire
County of Berkshire

**WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION AND
WATCHING BRIEF**

Date 20/08/2026

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ARBORFIELD LINEAR PARK Phase 3

Berkshire

County of Berkshire

Written scheme of investigation for an archaeological evaluation and watching brief

Planning reference O/2014/2280
Condition number 80

Sign-off history:

Issue No.	Date:	Prepared by:	Checked/ Approved by:	Reason for Issue:
1	17/08/2026	Claudia Tommasino	Claudia Tommasino	First issue
2	19/08/2026	Claudia Tommasino	Claudia Tommasino	Updated condition number and figures
3	24/08/2026	Dave Taylor	Dave Taylor	Update following minor client comments

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1 Introduction

1.1 Project background

- 1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological evaluation on the site of Linear Park, Phase 3, Arborfield Garrison, has been commissioned from MOLA by Crest Nicholson.
- 1.1.2 The site comprises 5.26ha, and is bounded by Parcel O2 to the east, Biggs Lane to the North, Parcel N and Linear Park Phase 2 on the west and sports pitches for Bohunt School on the south. The centre of the site lies at National Grid reference 477304, 165562 (Fig 1). The site is currently occupied by open field. The area is level averaging around c 50 OD across the Phase.
- 1.1.3 The site is part of the redevelopment and landscaping of Linear Park which has a total area of approximately 100,000m² and comprises of four main phases. Phase 3 comprises the north eastern section of the scheme which consists of footpaths and landscaping and the construction of allotments play areas and a skate park.
- 1.1.4 The development received outline planning permission (Ref: O/2014/2280) in April 2015 and included Archaeology Condition No 80:

Archaeology in the SANG

80. *Prior to the commencement of development in each SANG, or any works of laying out or planting in that SANG, a programme of archaeological work (which may comprise more than one phase) shall be carried out in accordance with a Written Scheme of Investigation which has first been submitted to and approved by the Local Planning Authority*

Prior to the commencement of development in each SANG, or any works of laying out or planting in that SANG, the results of the archaeological evaluation and an impact assessment document to explore the anticipated impact of the detailed SANG works on any archaeological features or deposits identified, and mitigation measures proposed, shall be submitted to, and approved in writing by the Local Planning Authority. The results should provide for the in-situ preservation of any archaeological remains of national or regional importance should they occur on the site and the archaeological investigation, recording and analysis of remains of lesser importance. Development shall be carried out in accordance with the approved details.

Reason: *To ensure that any archaeological remains within the site are adequately investigated and recorded or preserved in situ in the interest of protecting the archaeological heritage of the borough in accordance with the NPPF, Core Strategy Policy CP3, and Policy TB25 of the Managing Development Delivery Document.*

- 1.1.5 Details of the consented development are available at <http://www.wokingham.gov.uk/planning-and-building-control/planning-application/search-planning-applications/>
- 1.1.6 The potential archaeological interest on the site is survival of rural landscape and/or agricultural features of low significance, based on the results at sites evaluated and excavated in Parcel O2 and Parcel N.
- 1.1.7 The evaluation works consist of 8 trenches of 20mx1.8m 4 located in the area of the allotment and car park, 3 trenches on the area where the NEAP play area will be built, and one trench where the pond will be located. These are outlined further in Section 3.
- 1.1.8 A watching brief provision will also be in place for groundworks related to trenching for lighting cables, landscaping and any other excavations that go deeper than 0.4m.
- 1.1.9 The purpose of archaeological evaluation as defined by the Chartered Institute for

Archaeologists is ‘*Archaeological field evaluation is a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water*’ (ClfA 2023a).

- 1.1.10 An archaeological watching brief as defined by the Chartered Institute for Archaeologists as archaeological monitoring and recording is ‘*a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ*’ (ClfA 2023a). If during the course of the watching brief an area or group of features is identified which warrants ‘controlled excavation’, as determined on site by the local authority and/or their advisor, this will be dealt with under methodologies applicable to ‘controlled excavation’
- 1.1.11 The results of the evaluation will inform the construction design and allow the Project Team and Local Planning Authority to identify an appropriate mitigation strategy for any archaeological remains that would be affected by the development. Should any archaeological mitigation be necessary an additional written scheme of investigation will be prepared and submitted for approval, specifying the archaeological works and covering fieldwork, post-excavation analysis, publication and archiving.
- 1.1.12 The results of the evaluation will be set out in a report to be issued within six weeks of completing the fieldwork. The site archive will be deposited with an appropriate Archive receiving body which is yet to be determined within 12 months of issuing the report. Depending on when the watching brief is carried out and finalised, the results of the watching brief will be set out in a separate report.
- 1.1.13 This document sets out the methodologies which will be followed during the excavation of the evaluation trenches, the watching brief, and during the post-excavation analysis and reporting stages. These will follow the Standards and Code of Practice laid down by the Chartered Institute for Archaeologists (CIFA 2023), local and regional planning authority archaeology guidance and Historic England Centre for Archaeology Guidelines where appropriate.
- 1.1.14 Other relevant documents include:
 - Archaeological desk-based assessment (MOLA, 2014). This presented the initial assessment of archaeological potential on the site.
 - Impact Assessment for Linear Park Arborfield Garrison, Arborfield (MOLA 2017)
 - Report on archaeological evaluation Parcel N, Arborfield Garrison, Arborfield (MOLA 2018)
 - Report on archaeological evaluation Parcel O2, Arborfield Garrison, Arborfield (MOLA 2020)

1.2 Planning and legislative framework

- 1.2.1 The regional planning and legislative background to the site was summarised in the previous Archaeological desk-based assessment (MOLA, 2014 section 10). However since the production of the previous Archaeological desk-based assessment the NPPF legislation (August 2026) has been updated and now states:

National Planning Policy Framework

- 1.2.1 The National Planning Policy Framework (NPPF, first published in March 2012) sets out the government's planning policies for England and how these are expected to be applied.
- 1.2.2 The NPPF was last revised in August 2026 in response to the *Proposed reforms to the National Planning Policy Framework* and other changes to the Planning system consultation, and published by the Ministry of Housing, Communities & Local Government (MHCLG 2024). Minor text amendments (not intended to constitute a change to the policies set out in the NPPF) were made in February 2025.

Conserving and enhancing the historic environment

- 1.2.3 The NPPF section 20, "Conserving and enhancing the historic environment" (NPPF paragraphs 202–221) is reproduced in full below:

Plan-making policies HE1:

Planning for the historic environment

1. To deliver a positive strategy for the conservation, enhancement and enjoyment of the historic environment, development plans should, at the most appropriate level:
 - a. Identify the heritage assets within the plan area, including those heritage assets at most risk through neglect, decay or other threats, set out the key issues facing them and identify where these assets can be used to support sustainable development;
 - b. Be informed by a proportionate heritage assessment;
 - c. Consider the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
 - d. Take opportunities, for example through site allocations, design guides, design codes and masterplans, to draw on the contribution which the historic environment can make to the character and quality of development, and its context; and
 - e. Be supported by a local heritage list to identify non-designated heritage assets that are important to the local community.

HE2: Conservation Areas and World Heritage Sites

1. To conserve the significance of conservation areas and World Heritage Sites, development plans should:
 - a. Identify opportunities for new development affecting these assets to enhance or better reveal their significance, alongside any measures needed to safeguard their importance and long-term future; and reflect these in policies for site allocations and/or accompanying design guides, design codes or masterplans; and
 - b. Include any locally-specific policies needed to conserve the significance and Outstanding Universal Value of World Heritage Sites (including any contribution made by their setting including any buffer zone). Those policies should encourage 63 The policies set out in this chapter also relate, as applicable, to the heritage-related consent regimes for which local planning authorities are responsible under the Planning (Listed Buildings and Conservation Areas) Act 1990. 93 sustainable use and take into account relevant policies and objectives in World Heritage Site management plans.
2. Conservation areas should be reviewed periodically, and new or amended designations should be accompanied by an adopted appraisal and management plan. These documents should be aligned with the policies in the development plan. When considering a new or amended conservation area designation, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.

HE3: Historic Environment Records

1. To support effective plan-making and decision-making, local planning authorities should maintain or have access to a Historic Environment Record. This should contain up-to-date evidence about the historic environment in their area and be used to:
 - a. Assess the significance of heritage assets and the contribution they make to their environment and inform the preparation of local lists;
 - b. Help identify where currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future; and
 - c. Inform development plans, including scoping opportunities and constraints on land allocated for development, inform the preparation of local heritage lists and provide applicants and decision-makers with information to help assess the potential effects of proposed development on heritage assets.
2. Local planning authorities should make information about the historic environment, gathered as part of plan-making or development management activities, publicly accessible. National decision-making policies

HE4: Securing the conservation of heritage assets

1. Heritage assets, as an irreplaceable resource, should be conserved in a manner appropriate to their significance. To achieve this, development proposals which would affect the significance of heritage assets, including any contribution made by their setting should:
 - a. Maintain or secure a use consistent with their conservation, taking into account the importance of maintaining the assets, the positive contribution they can make to sustainable communities including local economies, and the positive contribution they can make to local character and distinctiveness; and
 - b. Avoid (or if that is not possible, minimise) harm to the significance of heritage assets, and instead conserve this significance.
2. Any harm to, or loss of, the significance of a designated heritage asset (including from development within its setting) should have a clear and convincing justification in accordance with the policies in this chapter.
3. Where there is evidence of deliberate neglect of, or damage to, a heritage asset, the deteriorated state of the asset should not be taken into account in any decision relating to the asset.
4. Proposals for enabling development, which would otherwise conflict with other policies in this Framework and/or those in the development plan, but which would secure the future conservation of a heritage asset, should be considered on the basis of whether the conservation benefits outweigh the disbenefits of departing from the policies concerned.

HE5: Assessing effects on heritage assets

1. Development proposals affecting heritage assets should be accompanied by an assessment of the significance of the assets affected (including any contribution made by their setting) and of the potential effect of the proposal on their significance. The level of detail should be proportionate to the assets' importance and no more than is necessary to understand the potential effect of the proposal on their significance. The relevant historic environment record should be referred to in making this assessment, and appropriate expertise employed where necessary.
2. Assessments of the potential effects of development proposals on the significance of heritage assets (including through effects on their setting) should identify whether proposals would be likely to:
 - a. Have a positive effect, which is where the significance of a heritage asset would be enhanced, or better revealed; or
 - b. Have no effect on the significance of a heritage asset; or
 - c. Result in harm to the significance of a heritage asset, either from work affecting the asset itself or from development within its setting. The degree of harm should be identified: substantial harm would occur where the development proposal would seriously affect a key element of the asset's significance; or
 - d. Cause the total loss of the significance of a heritage asset.
3. In making this assessment it is the effect on a heritage asset's significance rather than the scale of the development which should be considered.

4. Decision-makers should be satisfied that assessments accurately reflect the effects on heritage assets caused by development proposals.

5. Where a development proposal involves, or has the potential to involve, a heritage asset with archaeological interest, an appropriate desk-based assessment should be undertaken and, where necessary, a field evaluation. These should be used to help understand the asset's significance and the potential effect of the proposal on this, which should inform the design, mitigation and implementation of the development.

HE6: Proposals affecting designated heritage assets

1. When considering the potential effect of a development proposal on the significance of a designated heritage asset, substantial weight should be given to the asset's conservation 95 (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential effect amounts to a positive effect, harm, substantial harm, or total loss of its significance.

2. Development proposals which would have a positive effect on a designated heritage asset should be supported.

3. Any harm to a designated heritage asset will be a matter of considerable importance and weight, which should be dealt with in accordance with paragraphs 4 to 6 of this policy.

4. Where a development proposal would harm the significance of a designated heritage asset the effect on the asset and its significance should be weighed against any public benefits resulting from the proposal. Important public benefits can include securing the long-term reuse of a vacant or underused listed building, and enabling energy efficiency and low carbon heating measures to be employed.

5. Where a development proposal would cause substantial harm to, or the total loss of, the significance of a designated heritage asset, consent should be refused unless it can be demonstrated that the harm is necessary to achieve substantial public benefits that outweigh the harm or loss, or if all of the following apply:

a. The nature of the heritage asset would otherwise prevent all reasonable uses of the site;

b. No suitable use for the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation;

c. Conservation by grant-funding or some form of not for profit, charitable or public ownership is not possible; and d. The harm or loss is outweighed by the benefit of bringing the asset back into use.

6. Within this context, development which would cause substantial harm to, or the total loss of, the significance of grade II listed buildings, or grade II registered parks or gardens, should be exceptional; while development which would cause substantial harm to, or the total loss of, assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.

HE7: Decisions on non-designated heritage assets

1. Development proposals which would have a positive effect on a non-designated heritage asset should be supported.

2. Where a development proposal would harm the significance of a non-designated heritage asset, this should be weighed against the benefits of the proposal and a balanced judgement made, having regard to the scale of any harm or loss and the significance of the non-designated heritage asset. Non-designated heritage assets of archaeological interest that a decision-maker considers to be equivalent significance to scheduled monuments should be considered subject to the policies for designated heritage assets.

3. Where a development proposal would cause substantial harm to, or the total loss of, the significance of a non-designated heritage asset, it should only be supported where the harm or loss is outweighed by the benefits of the proposal, having regard to the scale of the harm or loss and the significance of the non-designated heritage asset.

HE8: World Heritage Sites

1. To secure the long-term future of World Heritage Sites and support the conservation of their significance and Outstanding Universal Value, development proposals that affect a World Heritage Site should:
 - a. Be designed in a way which pays particular regard to the significance and Outstanding Universal Value of the World Heritage Site (including any contribution made by its setting including any buffer zone);
 - b. Retain and conserve buildings and other features which make a positive contribution to the significance and Outstanding Universal Value of the World Heritage Site where possible;
 - c. Have regard to the World Heritage Site management plan; and
 - d. Be supported by an assessment of the impact, including any potential cumulative impact, on the significance and attributes of Outstanding Universal Value of the World Heritage Site. This should be informed by appropriate information such as visual impact assessments and natural environment, archaeological or historical data.
2. Not all elements of a World Heritage Site will necessarily contribute to its significance or Outstanding Universal Value. Where a development proposal would result in the loss of a building or other element which contributes to the significance or Outstanding Universal Value of a World Heritage Site, the assessment of impact should take into account the significance and the contribution made to Outstanding Universal Value by the element affected and its contribution to the significance of the World Heritage Site as a whole, and the effects of this considered in accordance with policies HE5 and HE6.
3. Proposals that conserve those elements of a World Heritage Site or its setting, including any buffer zone, that make a positive contribution to it or which better reveal its significance, should be supported.

HE9: Conservation areas

1. Development proposals within or affecting the significance of conservation areas should:
 - a. Retain and conserve buildings and other features which make a positive contribution to the character or appearance of the conservation area where possible;
 - b. Consider the area's special architectural or historic interest (as identified as part of the designation of the conservation area) in the design of development.Any development affecting World Heritage Sites should be assessed against this policy. It should be noted that some World Heritage Sites are inscribed by UNESCO to be of natural significance rather than cultural significance; and in some cases they are inscribed for both their natural and cultural significance.
2. Not all elements of a conservation area will necessarily contribute to its significance. Where a development proposal would result in the loss of a building or other element which contributes to the character or appearance of a conservation area that is desirable to conserve, the assessment of impact should take into account the relative significance of the element affected and its contribution to the significance of the conservation area as a whole, and the effects of this considered in accordance with policies HE5 and HE6.
3. Proposals which conserve those elements of a conservation area that make a positive contribution to the area (or which better reveal its significance) should be supported.

- #### HE10: Loss or removal of heritage assets
1. Where a development proposal would result in the loss of the whole or part of a heritage asset (whether designated or not):
 - a. The development should not be approved without all reasonable steps being taken to ensure that the new development will proceed after the loss has occurred, including through the use of planning conditions and planning obligations to secure the development against the loss of the asset; and
 - b. The applicant should record and advance understanding of the significance of the asset to be lost in a manner proportionate to its importance and the potential impact upon it; and should make this evidence (and any archive generated) publicly accessible by depositing it in the relevant Historic Environment Record, and any archives with a local museum or other public depository. The ability to record

evidence of our past should not be a decisive factor in deciding whether such loss should be approved.

2. Heritage assets with archaeological interest should be preserved in situ where feasible. Where an asset cannot be preserved or managed on-site, appropriate provision should be made for the investigation, understanding, recording, dissemination and archiving of that asset, which should be undertaken by suitably-qualified individuals or organisations.

3. Development proposals to remove or alter a historic statue, plaque, memorial or monument (whether listed or not), should retain the feature in situ where possible (and, where appropriate, be supported by an explanation of their historic and social context).

1.3 Archaeological and historical background

1.3.1 The archaeological background to the site has been adequately summarised in the previous Archaeological desk-based assessment (MOLA, 2014 section 4).

1.3.2 This report should be read for the results of these investigations.

Topography

1.3.3 Geology can provide an indication of suitability for early settlement, and potential depth of remains.

1.3.4 The geology comprises London Clay across the majority of the site. Boreholes logs held by the British Geological Survey (BGS) show the London Clay lying directly below a layer of topsoil, typically c 0.3m thick, or made ground of variable thickness, between c 0.3–1.5m thick in the area.

1.3.5 A thin strip of alluvium lies to the east of the site, reflecting the course of Barkham Brook. There are three borehole logs from this area held by the BGS. None of them indicate the presence of alluvium however, so its exact extent of the alluvial deposits is uncertain.

Palaeolithic (800,000 to 10,000 BC)

1.3.6 There is low potential for finds of Palaeolithic date as in the area of the site erosion has removed the Palaeolithic land surface and as such any finds would be ex-situ. The HER shows one palaeolith spot (probably a stone tool) was found 2.5km to the south of this site.

Mesolithic (10,000 to 4,000 BC)

1.3.7 There is low potential for finds of Mesolithic date with the nearest finds c 1.4km north west of the site.

Neolithic (4000-2000 BC)

1.3.8 There is low potential for Neolithic Archaeology as pollen records from Longmoor Bog, located 800m east to the site, suggest the area was covered in thick Alder woodland.

Bronze Age (2000-600 BC)

1.3.9 The site has moderate potential for Bronze Age archaeological remains. The HER reveals a number of Bronze Age find spots and sites within the study area including a Bronze Age field system at Barkham Ride, 1.6km Northeast of the site, and a Bronze Age Bell Barrow c 800m northeast of the site.

Iron Age (600 BC to AD 43)

- 1.3.10 The Arborfield area has moderate potential for Iron Age archaeological remains as it would have been in the sphere of influence of Calleva a major Iron Age Settlement home to the Artrebatas tribe (MOLA, 2014). There are a number of sites that further demonstrate that the site lies within an Iron Age landscape including an Iron Age field system found at Barkham Ride c 1,6km to the northeast of the site. Intercutting gullies of Iron Age or Roman date were also found at Sheerland Road c 900m to the southwest of the site. Several possible Iron Age enclosures have been noted within the study area, at Whitehall Brick and Tile Works, c 800m to the southwest the site.
- 1.3.11 An Iron Age roundhouse was found c. 900m west of the site with evidence indicating that metal working was taking place on that area. There is also evidence of metal working at the former Whitehall Brick and tile works c 800m southwest of the site.

Roman period (AD 43-410)

- 1.3.12 The site is considered to have low potential for Roman archaeology, with the majority of the Roman archaeological remains in the area being found to the south of the Arborfield area (close to West Court Sang), closer to the projected line of the Roman Road known locally as the Devil's Highway which connected London and Silchester.

Early, Later and post-medieval period (AD 410-present)

- 1.3.13 The site would have been rural throughout much of the early, later and post-medieval periods (MOLA, 2017). Evidence of field systems or other agricultural features may survive across the area of the site, which would be of low significance.
- 1.3.14 The site is considered to have low potential for early medieval (AD 410-1066) remains as during this period the parish of Barkham was largely rural made up of woodland. Arable and pasture land. However, as the site lies on the heavy soils of the London Clay it is more likely to have been woodland.
- 1.3.15 For the later medieval period (AD1066-1485), although the moated manor house of Biggs Farm lies c 400m to the west of the site which is also a scheduled monument (1009886), The area of the site was largely rural at the time of the Domesday Survey and it is likely it continued in much the same way throughout the medieval period.
- 1.3.16 During the later medieval period (AD1066-1485), more development was seeing in the larger area of the Arborfield development, with moderate to high potential for archaeological remains associated with the post medieval period, particularly in Parcel S with Biggs Farm and the later use as an army depot.
- 1.3.17 However, the area for Linear Park Phase 3 did not demonstrate major changes through historic maps (MOLA, 2014), mainly maintaining its rural character, with mostly low significance field systems possibly surviving in the site.

Previous impacts and investigations

- 1.3.18 The MOLA desk based assessment shows this area as mostly untouched until the development of the Arborfield Garrison buildings in the 1960s and 1970s. However there is currently a footpath/bridleway present through the centre of the area. It is also possible that trees could have impacted on any archaeological deposits below ground.
- 1.3.19 No archaeological evaluation has taken place in the footprint of the Phase 3 area (MOLA, 2017).
- 1.3.20 An archaeological evaluation carried out in 2018 in Parcel N, to the south-west of the site, proved that there is limited archaeological activity on site. With the exception of a single trench the stratigraphic sequence comprised between 0.15 and

0.30m of topsoil directly overlying the natural geology. The exception being the southern end of Trench 3 where a thin subsoil was noted.

- 1.3.21 Archaeological activity, where encountered was cut into the natural geology and may be generalised as linear agricultural features with a single pit encountered which may have contained burnt material or alternately may have been the degraded remains of a tree.
- 1.3.22 In 2020, an evaluation was carried out in Parcel O2, located directly East of the area. The overburden removed from the trenches generally comprised made ground and rubble averaging between 0.40m and 0.70m in depth before the natural geology was reached. The London Clay was noted as the natural geology in every trench.
- 1.3.23 The works demonstrated very limited deposits of potential archaeological interest on site with most of the investigated features confirmed as modern service trenches or concrete footings for demolished structures likely to be associated with the garrison activity.
- 1.3.24 Three undated features were recorded in the trenches to the northern end of the eastern field; however, their archaeological significance is minimal and supported other investigations carried out in the area of Arborfield Garrison, suggesting that previous settlement activity is limited in this area, the site most likely forming common pasture or agricultural land.
- 1.3.25

1.4 MOLA team and other responsibilities

- 1.4.1 In the document below the following terms should be understood:
- 1.4.2 *MOLA (Museum of London Archaeology)* is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED.
- 1.4.3 *Project Manager* - MOLA office based manager who is the client's principal point of contact and who has overall responsibility for the project budget and delivery.
- 1.4.4 *Site Supervisor* - MOLA site based manager who is responsible for the direction of the field team. Site supervisors on larger sites will tend to be Project Officers in grade, whilst on other sites they will be Senior Archaeologists. On some sites there may be both a Project Officer and/or one or more Senior Archaeologists.
- 1.4.5 *Archaeologists* - MOLA excavation staff responsible on site for archaeological excavation.
- 1.4.6 *Field Services Operations Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.4.7 *Health and Safety Compliance Manager* – The MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement. Reports directly to MOLA CEO.
- 1.4.8 *Finds and Environmental specialists* – MOLA (or external) specialists appropriately qualified to record, analyse and report upon artefacts and environmental remains from archaeological sites.
- 1.4.9 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.4.10 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work. These might for instance include but not be restricted to shoring, lighting, facilities, fencing, additional labour, spoil removal, etc The Attendance Contractor may be the same as the Principal Contractor, or it may be subcontracted to the Principal Contractor or it may sub-contracted to MOLA.

- 1.4.11 *Sub-contractor* – where this term is used in this document it refers to any contractor employed directly by MOLA during the course of its work on the site.

2 Objectives of the evaluation

2.1 General considerations

- 2.1.1 The purpose of an archaeological field evaluation as defined by the Chartered Institute for Archaeologists (CIfA 2023a) is ‘a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water.’
- 2.1.2 This is further explained as ‘An archaeological field evaluation will seek to determine, record and report on the nature, extent, preservation and significance of archaeological remains within a defined area. The scope of the work will be described in a project design that is fit for purpose and will be carried out by suitably competent persons in accordance with that design and the CIfA Code of conduct and give due regard to the guidance for archaeological field evaluation. All archaeological field evaluations will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive’ (CIfA 2023a)’
- 2.1.3 An evaluation should thus augment any previous desk-based assessment, and provide all parties, particularly the Local Planning Authority, with sufficient material information upon which to base informed decisions regarding mitigation. An evaluation may therefore result in the need for further archaeological action and a further written scheme of investigation may be required in order to comply with planning conditions.
- 2.1.4 MOLA’s archaeological evaluation methodology will conform to best professional practice as summarised in the appropriate Chartered Institute for Archaeologists universal guidelines for evaluation (CIfA 2023b).
- 2.1.5 The purpose of an archaeological watching brief as defined by the Chartered Institute for Archaeologists (CIfA 2023a) as ‘a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ’.
- 2.1.6 A watching brief is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.
- 2.1.7 If during the course of the watching brief it is determined by the local authority that ‘controlled excavation’ is the appropriate mitigation strategy for a given area the appropriate additional objectives and methodologies will be followed.
- 2.1.8 A watching brief may be the appropriate archaeological response outside the planning process (eg ecclesiastical development, coastal erosion, agriculture, forestry, and countryside management, works by public utilities and statutory undertakers).

2.2 Site specific objectives

- 2.2.1 The redevelopment of site may have an impact on surviving archaeological deposits. The primary objective of the evaluation is to confirm the extent, nature and significance of any surviving archaeological deposits in areas with major

excavations expected (the allotment/cap park, NEAP play area and the pond areas) areas of the site. Where excavation take place it will also determine the potential for the survival and condition of finds and environmental evidence and may allow for estimates of their quantity and capacity to characterise the site. These results should also inform sampling and collection strategies designed for any future mitigation work.

- 2.2.2 This statement sets out the methods used and approaches taken in dealing with the archaeological resource of the site. The detailed methodology is set in the context of the methods and approaches which are considered most appropriate for Archaeological evaluations and investigations on sites in Berkshire in accordance with the advice contained by Berkshire Archaeology and in accordance with the advice contained in English Heritage Centre for Archaeology *Guidelines* where appropriate. The methodology is also set in the context of the CIFA guidelines noted above.
- 2.2.3 The archaeological brief is essentially limited to establishing where, if at all, archaeological deposits survive (presence/absence), recording where necessary, and to ensuring that the proposed groundworks do not involve the destruction of any archaeological deposits of national significance.
- 2.2.4 The watching brief will involve a MOLA Site Supervisor in attendance on the Principal Contractor's (or any other contractor employed by them or the client) activities and able to make such records as may be possible *without interrupting the progress of the contractors' activities*. This may typically include taking photographs, making quick sketches or written records, retrieval of finds and taking levels on observations. The primary purpose of watching briefs will normally be the identification of the limits of features – size, depth, alignment.
- 2.2.5 Bulk finds will not necessarily be recovered in the watching brief areas. The MOLA Site Supervisor may choose to collect finds from specific features where possible if they are required to help date or interpret them, and any finds of specific and unique intrinsic interest may be retained. The MOLA Site Supervisor may choose to seek advice from MOLA Finds and Environmental Specialists as appropriate.
- 2.2.6 Where an agreed area is set aside for 'controlled excavation' agreement must be reached on a) the research aims for 'controlled excavation'; b) the size and safe demarcation of any such agreed area; and c) appropriate time allocated by the client for the 'controlled excavation' to take place. Controlled excavation will then be carried out, finds will be recovered and samples taken in accordance and complying with the ClfA Standard and universal guidance for excavation (2023c) and for the Collection, Documentation, Conservation and Research of Archaeological Materials (2014a). The curator may decide that an additional WSI, or at least a supplement to the present document, is also required.
- 2.2.7
- 2.2.8 For these archaeological works the following broad research questions can be outlined:
- What is the nature and level of natural topography?
 - What are the earliest deposits identified?
 - Is there any evidence of Romano-British occupation or activity?
 - Is there any evidence of agricultural field systems or occupation/settlement activity relating to the undated features previously excavated in Parcel O2 and Parcel N?
 - Is there evidence associated with the late/post-medieval moated farm (Biggs Farm) sited to the west?
 - What are the latest deposits identified?

3 Evaluation methodology

3.1 Archaeological considerations

- 3.1.1 The evaluation involves the excavation of 8 trenches of 20mx1.8m including 4 located in the area of the allotment and car park, 3 trenches on the area where the NEAP play area will be built, and one trench where the pond will be located.
- 3.1.2 The archaeological investigations are detailed in Table 1. The locations of the proposed evaluation trenches are shown on Fig 2 and Fig 3.

Investigation Type	Location	Dimensions	Approx. depth
Trench 1	North of the site (pond area)	20mx2m at base	c. 0.8-1m (1.2m max)
Trench 2	Northern end of allotment area	20mx2m at base	c. 0.8-1m (1.2m max)
Trench 3	Central part of allotment area (north of T4)	20mx2m at base	c. 0.8-1m (1.2m max)
Trench 4	Central part of allotment area (south of T3)	20mx2m at base	c. 0.8-1m (1.2m max)
Trench 5	Southern end of allotment area/car park area	20mx2m at base	c. 0.8-1m (1.2m max)
Trench 6	West end of NEAP play area	20mx2m at base	c. 0.8-1m (1.2m max)
Trench 7	Central part of NEAP play area	20mx2m at base	c. 0.8-1m (1.2m max)
Trench 8	East end of NEAP play area	20mx2m at base	c. 0.8-1m (1.2m max)

Table 1 Archaeological investigations

- 3.1.3 Initial location of the trenches will be set out by MOLA surveyors.
- 3.1.4 The excavation of the trenches will be conducted by a sub-contractor for MOLA using a JCB type excavator with flat-bladed bucket. This will be supervised by a Senior Archaeologist from MOLA.
- 3.1.5 All undifferentiated material of recent origin (normally defined as twentieth century and later) within trenches will be removed down to the first significant archaeological horizon. This will be done by the Attendance Contractor under archaeological supervision by MOLA. The MOLA Site Supervisor will decide when remains of archaeological significance requiring recording are revealed.
- 3.1.6 Following initial exposure of archaeological horizons, investigation will be by hand, with cleaning, examination and recording both in plan and section. Any archaeological remains revealed will be recorded in the appropriate manner (see 3.3). Resort to machine excavation may be necessary. This technique is only appropriate for the removal of homogeneous and 'low-grade' layers where it can reasonably be argued that more detailed attention would not produce information of

- value, and where their removal may give a 'window' onto underlying levels.
- 3.1.7 Archaeological excavation will proceed only until significant archaeological levels have been reached and will be sufficient to allow the nature and extent of these to be identified. The levels at which all excavations will cease will be determined by on-site consultations between the Archaeology & Planning Officer of the local Authority (or their agent), the MOLA Project Manager and a representative of the client or his agent.
 - 3.1.8 Investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation in-situ. Where archaeological remains are to be preserved in-situ they will be adequately protected from deterioration. This might involve for instance protective boxing; or wrapping deposits or features in a geo-textile such as Terram; or sealing with sand or other suitable soft materials; or other means as deemed suitable/appropriate at the time by the local authority.
 - 3.1.9 Some features, such as pits and wells may merit excavation to a greater depth, and modern cut features will be used to provide a 'window' onto earlier levels.
 - 3.1.10 In addition to the excavation of man-made deposits some assessment of 'naturally deposited' levels may be necessary, especially when these are organically preserved and laid down within archaeological timescales; for example alluvial or peat deposits.
 - 3.1.11 Any finds of human remains will be left in situ, covered and protected. If removal is essential it can only take place under appropriate Faculty jurisdiction, Ministry of Justice (Coroner's Division) licence, environmental health regulations, coroner's permission, and if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. It will be necessary to ensure that adequate security is provided.
 - 3.1.12 Because the timing of the evaluation is dependent on the client it remains the client's responsibility to give adequate notice to MOLA of when access is possible.
 - 3.1.13 If features of archaeological interest are uncovered during the course of the evaluation the archaeological advisor to the local planning authority may require that trenches be extended, repositioned, and or additional trenches excavated in order to clarify the nature and extent of these features.
 - 3.1.14 During the watching brief, initial breaking out and/or ground clearance by the Principal Contractor will be monitored by MOLA staff.
 - 3.1.15 A MOLA Site Supervisor will monitor the work and record any archaeological remains revealed in the appropriate manner (plans, sections, field notes and/or pro-forma 'context sheets'). Any necessary photographic records will be made using digital or conventional media as deemed appropriate. All recording will be carried out in accordance with national standards (CIfA 2023b).
 - 3.1.16 Where archaeological deposits survive in any area of the proposed groundworks, the contractors will allow the MOLA archaeologist(s) reasonable time and access to record deposits as required.
 - 3.1.17 In areas of archaeological interest the excavation and removal of deposits by the Contractor will, as far as possible, proceed according to the reasonable advice and guidance given by the attending archaeologist.
 - 3.1.18 Some areas might need to be re-scheduled in order to provide a safe environment for archaeological recording.
 - 3.1.19 Provision will be made, at the earliest stage of development programming, for specified blocks of time to be made available for unrestricted archaeological access to areas of groundworks to carry out the watching brief any 'controlled excavation' deemed necessary.

3.2 Recording systems

- 3.2.1 A unique site code has yet to be agreed and will be used by MOLA Archaeology in addition to any accession number issued by the relevant curating body.
- 3.2.2 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in Berkshire, and those required by an appropriate Archive Receiving Body.

3.3 Treatment of finds and samples

- 3.3.1 All recovery, retention and treatment of finds and samples will be carried out mindful of the overall purpose of the exercise, ie to evaluate for further decision making, as expressed in ClfA (2023b, 2014a) and Historic England (2011) guidelines. To this end, all artefactual and ecofactual material will be reviewed on site for its capability to inform the evaluation report.
- 3.3.2 Where necessary, a supplementary strategy for sampling archaeological and environmental deposits and structures may be developed by MOLA in accordance with ClfA guidelines. Advice will be sought from the LPA Archaeological Advisor and the Regional Archaeological Science Advisor throughout the project, as appropriate. Subsequent off-site work and analysis of the processed samples and remains will be undertaken by MOLA Specialists.
- 3.3.3 Subsequent off-site work and analysis of the processed samples and remains will be undertaken by appropriately qualified and experienced Finds and Environmental Specialists. Reporting will meet ClfA Type 2 Report (Appraisal) standards as defined in the *ClfA Toolkit for Specialist Reporting*.
- 3.3.4 All retained finds and samples will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in a proper manner and to standards agreed in advance.
- 3.3.5 All finds of gold and silver, or other objects definable as 'treasure', will be removed to a safe place and reported to the local Coroner according to the procedures of the Treasure Act 1996 and the Treasure (Designation) Order 2002. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

3.4 Ownership of finds

- 3.4.1 Whereas ownership of any finds on the site lies with the landowner, it is necessary that the landowner gives the necessary approvals, licences and permissions to donate any finds recovered from the site to the relevant curating body, to enable that body to carry out its obligations to curate the finds, in perpetuity, as part of the archaeological Archive from this site.
- 3.4.2 These approvals, licences and permissions shall be either confirmed in the Agreement and Contract regulating the archaeological works and/or confirmed by the completion of the relevant Deed of Transfer form (draft appended).
- 3.4.3 The client (or their agent) will make arrangements for the signing of the Deed of Transfer Form by the client or, if the landowner is different to the client, by the landowner.
- 3.4.4 Notwithstanding the above, subsequent arrangements may be made if required between the landowner and/or the client and the relevant curating body for the conservation, display, provision of access to or loan of selected finds in or near their original location.

3.5 Reports and archives

- 3.5.1 On completion of the fieldwork an *Evaluation report* will be made available to the client and the Local Planning Authority within six weeks of the completion of fieldwork. Depending on when the watching brief works are carried out, a separate report for the watching brief might be necessary.
- 3.5.2 A short summary of the results of the evaluation will be submitted to the Greater London HER and NAR and for publication in the appropriate academic journals.
- 3.5.3 Details of the project will be submitted to the online database maintained by the Online Access to the Index of Archaeological Investigations (OASIS) Project.
- 3.5.4 GIS data will also be made available to the GLHER.
- 3.5.5 Finds and records will be curated by a single organisation, and be available for public consultation in a site archive compatible with the relevant curating body and adhering to standards set out in the following:
 - Archaeological Archive Forum, *Archaeological Archives: a guide to best practice in creation, compilation transfer and curation* (2011),
 - Museums and Galleries Commission's Standards in the Museum Care of Archaeological Collections (1992),
 - Society of Museum Archaeologists' draft Selection, Retention and Dispersal of Archaeological Collections (1992),
 - Society of Museum Archaeologists (1995) *Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales*,
 - United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage (1990),
 - Chartered Institute for Archaeologists, By-Laws, Standards and Policy Statements of the Chartered Institute for Archaeologists, Standard and guidance: the creation, compilation deposition and transfer of archaeological archives (CIfA 2014b).
- 3.5.6 Copyright of the written archive will be vested in the relevant curating body.
- 3.5.7 Pursuant to these agreements the archive will be presented to the archive officer or relevant curator of the curating body within 12 months of the completion of fieldwork (unless alternative arrangements have been agreed in writing with the local planning authority). If there is further field work the archive for the evaluation will be presented with the archive for that field work.
- 3.5.8 A Digital Management Plan (DMP) which outlines the types of data created during the archaeological works and how they will be managed at this stage, stored, accessed and archived is included in Appendix 1. The DMP can be updated to reflect any changes which may occur during the project delivery stage.

3.6 Evaluation method agreement

- 3.6.1 An adequate archaeological methodology and trench layout for the evaluation must be approved by the Local Planning Authority prior to the start of work on site.
- 3.6.2 This recommended format attempts to define best practice but cannot fully anticipate conditions encountered as the evaluation progresses. Material changes to the approved evaluation format are however only to be made with the prior written approval of the Local Planning Authority.
- 3.6.3 If archaeological remains are uncovered during the course of the evaluation these will either be excavated at the time or at a later stage of the redevelopment of the site by an agreed programme of archaeological mitigation in accordance with the

archaeological policies of Berkshire Archaeology and archaeological best practise as laid out by the Chartered Institute for Archaeologists.

4 Programme, staffing and attendances

4.1 Timetable and staffing

- 4.1.1 The timing and duration of the programme of archaeological evaluation will be determined by the client's overall programme and the nature and extent of any surviving remains.
- 4.1.2 MOLA staffing is yet to be determined but it is estimated that Senior Archaeologist will direct the archaeological works, with one or two Archaeologists to assist in recording any archaeology found on site. Other specialists may be called in if necessary.

4.2 Attendances

- 4.2.1 For evaluations the attendances required by MOLA tends to be minimal. However, some provision for welfare and working conditions may need to be anticipated. Some or all of the following attendances may be required and supplied by MOLA or the Principal Contractor (if there has been one appointed).
- 4.2.2 Depending on timetabling of the works the principal contractor may be able to supply suitable plant to open up the trenches: JCB or 360 degree tracked excavator.
- 4.2.3 Safety guard-rails and suitable access points into the site and areas of excavation, away from any site traffic and machinery.
- 4.2.4 Ladders into all areas of excavation when the excavated depth requires such access.
- 4.2.5 If ground-water is encountered in the trenches, adequate pumps will be required to remove it in order to complete the excavations.
- 4.2.6 A suitable security system to operate overnight, weekends and holidays.

5 Funding

- 5.1.1 Agreement on funding for the archaeological field evaluation will be sought via a separate document.

6 Figures



Fig 1 Site location

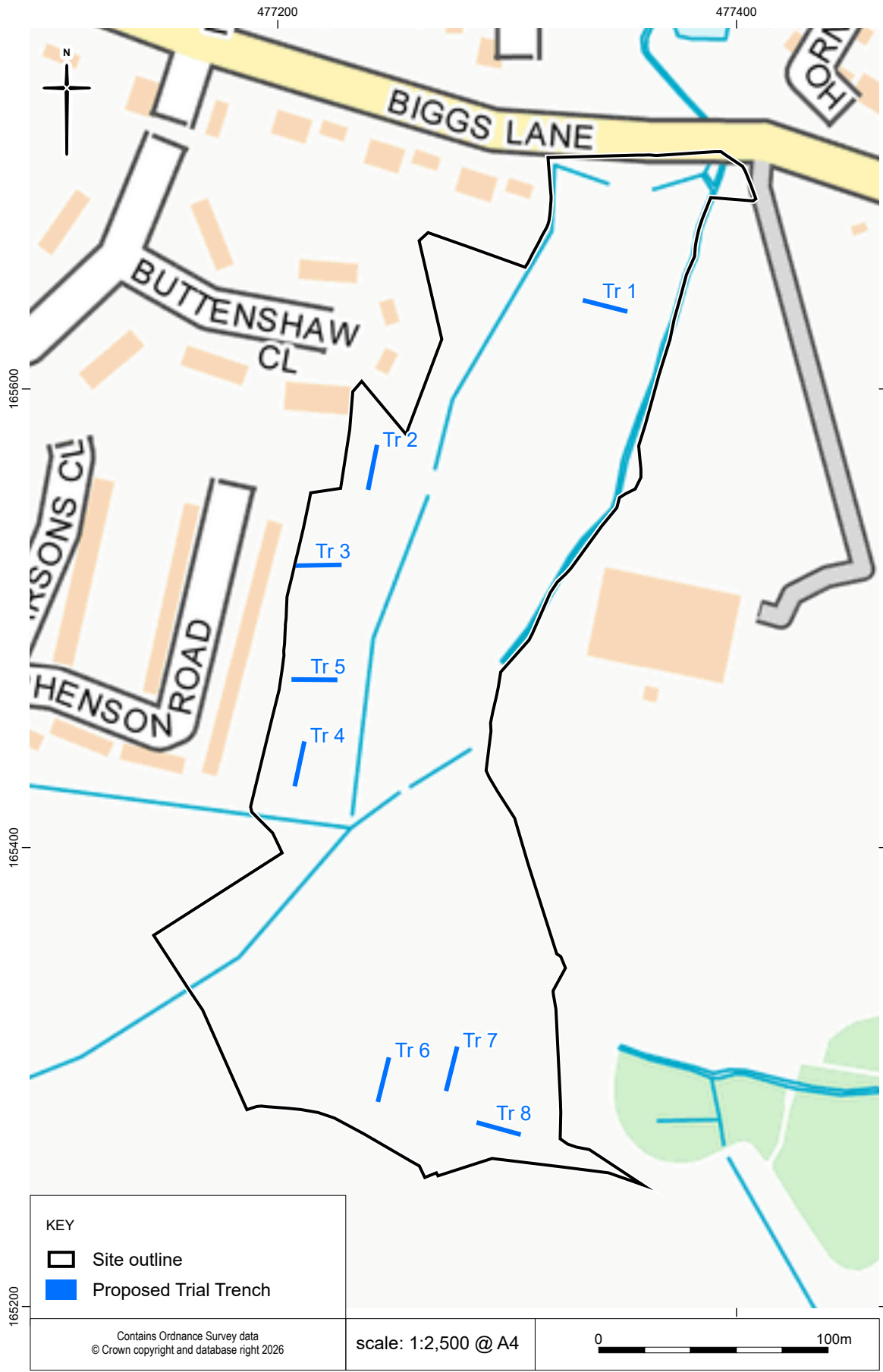


Fig 2 Proposed Trial Trench locations



Fig 2 - Proposed location of trenches over Linear Park Phase 3 Masterplan

Fig 3 Proposed location of trenches over Linear Park Phase 3 Masterplan

7 Bibliography

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Chartered Institute for Archaeologists, (CIfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*, (updated 1st October 2020)

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Treasure (Designation) Order 2002

United Kingdom Institute for Conservation, 1990 *Guidelines for the preparation of excavation archives for long term storage*

8 Appendix 1: Data Management Plan

Project details				
Project Name	Linear Park, Phase 3, Arborfield Garrison			
Project Manager	Claudia Tommasino			
Project Site code	TBC	ADS Ref	TBC	
Accession Code	N/A	Oasis ID	TBC	
Project covered stages	Archaeological Evaluation			
Related Policies	CIFA DigDigital guidance, MOLA Forthcoming Digital Preservation Policy, DM01; MOLA Forthcoming Digital Data Selection, Appraisal and Discard Policy, DM08, MOLA			
Version control				
Version	Author(s)	Date:	Status	Summary of Changes
1	Claudia Tommasino	13/08/2026	Draft	For comment
Data Collection/Creation				
Data to be Collected/Created	All file formats created will meet the standards set out in MOLA’s Data Management Procedure and Fieldwork Manual. - The digital documentary archive for this phase of works will consist of: - Text: PDF/A documents comprising completed site report, WSI, Brief - Spreadsheets: extracted ORACLE data, including site records and registers - Survey data: GIS shp files - Illustration files: AutoCAD DWG, PDF/A, MapInfo files - Image files: JPEG and high quality non-proprietary raw files (DNG) /TIFF and - Metadata files for the above - On site recording of trenches, horizons, and archaeological contexts will be undertaken using paper records. - The recording of all archaeological contexts encountered will be made as paper records on site. Digital registers will be made to record contexts, digital photos, samples, levels, burials, small finds, as appropriate.			

	Plans and sections will be hand drawn and created digitally during post excavation. All planning will be recorded digitally, and data will be stored as .shp or similar file types. Overall photographic shots of the site and each excavation area will be taken prior to excavation and after completion, with detailed shots being made of individual features and groups as appropriate. The photographic record will consist of high-quality digital uninterpolated images. Digital photographs intended for archive purposes will comply with best practice i.e. high quality non-proprietary raw files (DNG) or TIFF images.
How Data will be Collected/ Created	The data will be created according to MOLA's Fieldwork Manual, MOLA'S Data Management Procedure, and in accordance with project specific agreements within the Written Scheme of Investigation (WSI) and best practice guidance. Drawings, plans and sections will be drawn on 5m grid permatrace and then captured digitally during post excavation and added to the digital archive. The grid will be set up by MOLA Geomatics team using a Total Station. Total Station survey data and on-site drawings will be used to create digital illustrations using AutoCAD, ArcGIS, CorelDraw X7 and/or MapInfo software. File structure will be created automatically by Sharepoint and ORACLE CDE databasing. Version control will be managed by a strict file-naming structure and by Union Square Knowledge Management System's inbuilt version control manager.
Documentation and Metadata	
Metadata	Metadata will be created to the standard set out in MOLA's Data Management Procedure. Metadata tables will be updated throughout the course of the project and will be archived along with the digital data at the end of the project.
Documentation	The data will be accompanied by the site report, polyester film sheets, databases, survey data and processed illustrations as PDFs.
Ethical and Legal Compliance	
Data Security Issues	The dataset may contain commercially sensitive data. MOLA will not make data available to any persons outside of the approved MOLA project team without discussion and approval with the client. MOLA will communicate data and updates to the client who will be responsible for distributing any relevant data to any other third parties.
Intellectual Property Rights	The copyright of any written, graphic or photographic records and reports will be transferred to the relevant curating body. The data and reports created by any external specialists will be MOLA Copyright; this will be managed through their contracts. Other data not owned by MOLA, such as OS data, HER datasets or historic maps, will be used under license.
Data Storage	
Storage and Backup	- Quality assurance processes will include regular review of the collected data on site. - Records will be checked in the office during post-excavation procedures.

	• MOLA will retain a back-up of the digital data of the project for a minimum of five years following the deposition of the site archive, in accordance with MOLA's Digital Management Procedure. • Paper archives and documentation will be deposited with the relevant curating body Archive • All data collected digitally will be backed up at the end of each day on the MOLA server.
Access and Security	• Data recording platforms used (including iPad Pro tablets, tabletop computers and laptops) will be password protected to prevent unauthorised access. • Data will be made available to the project team through the Union Square knowledge management system and controlled via password access, maintained and managed by MOLA IT support.
Selection and Preservation	
Selection	It is understood that not all data accumulated needs to be retained and deposited with the Archaeological Archives. The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate. A minimum this will include is: – All relevant on site and Post-excavation images – All relevant copies of on-site recording sheets (including any relevant sketches or explanatory notes) – All relevant survey data – All relevant copies of reports associated with the life of the project
Preservation Plan	The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate. The physical site archive for this phase of works will be temporarily stored at MOLA offices. Upon completion of full analysis, the physical project archive, and hard copies, will be deposited with the relevant curating body. Upon completion of full analysis, the physical archive, hard copy of the reports and paper records will be deposited with the relevant curating body Archaeological Archive. The digital project archive, ORACLE database, digital photographs, survey data and metadata tables will be deposited with the appropriate repository in line with the MOL guidelines. Further archiving decisions will be made in discussion with the client and relevant curating body at the project completion stage.

Data Sharing	
Data Sharing Plan	Information regarding current excavation data and site progress will be provided on a weekly basis to the client's agent and the Archaeological Consultant in a suitable digital format. During the project, site data is likely to be shared with Berkshire Archaeology, the relevant curating body and possibly the landowner or their representative. Photographs may also be shared. Site data may also need to be shared with external persons who will be given access to copies of data and not original documentation. The data generated from this project will be made publicly available through submission to the relevant curating body Archaeological Archive. A digital report will be uploaded to ADS and an OASIS form will be submitted to the Online Access to the Index of archaeological investigations (OASIS). The file types submitted will comply with the designated digital repository guidelines in-line with the FAIR principles. Proposals for publication and dissemination of the archaeological remains are at this stage restricted to Grey Literature style report.
Data Sharing Restrictions	There are no known restrictions on the use of this data after project completion although data will be kept confidential during the project.
Responsibilities and Resources	
Responsibilities	A dedicated Digital Data Officer, the Project Manager and the Senior Archaeological Archivist are responsible for ensuring the data management plan is followed.
Resources	Guidance on digital data will be given throughout the project by the Chief Digital Officer, supported by MOLA IT and Geomatics staff. Requirements for training in digital data collection techniques will be managed by MOLA. The costs of deposition of the digital archive will be covered within the project budget.
References	CifA, 2014 Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives, Chartered Institute for Archaeologists Archaeological Archives Forum, 2011 Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Second edition Museums and Galleries Commission, 1992 Standards in the museum care of archaeological collections Museum of London, 2009 General Standards for the preparation of archaeological archives deposited with the London Museum Society of Museum Archaeologists, 1993 Selection, Retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland

	United Kingdom Chartered Institute for Conservation, 1990 Guidelines for the preparation of excavation archives for long term storage Historic England, CiFA, DigVentures, 2019 <i>Dig Digital. Work Digital. Think Active. Create Access</i> (https://www.archaeologists.net/sites/default/files/2025-03/DigDigital_Full_Guidance.pdf)
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9 Health and Safety Risk Assessment and Method Statement (RAMS) note

- 9.1.1 *A Health & Safety Risk Assessment and Method Statement (RAMS)* has been prepared by MOLA to accompany this WSI but will be printed out and submitted separately as appropriate.