

**Parcel N
Arborfield Garrison
Arborfield
Berkshire
RG2**

Wokingham District

Written Scheme of Investigation for an Archaeological Evaluation

National Grid Reference: 477030 165390

Project Manager *S Hoad*

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Company number 7751831; Charity number 1143574



27 July 2016



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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 Arborfield Garrison, Parcel N has been commissioned from MOLA by Crest Nicholson.
- 1.1.2 The site is located to the north of the area of the former Rowcroft Barracks and is situated in the wider military area of Arborfield Garrison and is bounded by Stephenson Road to the north, playing fields and Stables to the west, buildings which form part of Rowcroft Barracks to the south and east (Fig 1). The area of development measures 19,466m².
- 1.1.3 The centre of the site lies at National Grid reference 477030 165390. The site comprises of open ground laid to grass, with trees around the perimeter (see Fig 3). The ground slopes from 56.27m OD in the east, down to 51.59m OD in the west.
- 1.1.4 The scheme comprises construction of residential housing and apartment blocks, construction of new roads, car parks and associated services.
- 1.1.5 The development received outline planning permission (Ref: O/2014/2280) in April 2015 and included Archaeology Condition No 69:
- 1.1.6 Prior to the approval of the first RMA on the site, and thereafter prior to the submission of the first reserved matters application for each phase of the development, 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.

With the exception of the first RMA and any phases that consists solely of the NMRE (where the results need only be provided prior to the application being approved) the results of that archaeological work shall be submitted with and used to inform the reserved matters application for that phase, and shall 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 unless otherwise agreed in writing by the Local Planning Authority.

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.

- 1.1.7 Details of the consented development are available at <http://www.wokingham.gov.uk/planning-and-building-control/planning-application/search-planning-applications/>
- 1.1.8 The potential archaeological interest on the site is survival of rural landscape features, such as ditches, pits, settlement and iron working/smelting (Middle Iron Age to mid-3rd century AD) recorded at two sites excavated to the north west, and at sites recently evaluated to the west and east as part of the

wider redevelopment of Arborfield Garrison (Parcels F, G, SC2, S1, S2 and T).

- 1.1.9 The purpose of archaeological evaluation as defined by the Chartered Institute for Archaeologists is to 'determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices' (CIFA, 2014). 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.
- 1.1.10 The archaeological evaluation works consist of 19 evaluation trenches outlined further in Section 3.
- 1.1.11 The results of the evaluation will be set out in a report to be issued within 6 weeks of completing the fieldwork. The site archive will be deposited with an appropriate Archive receiving body which is yet to be determined.
- 1.1.12 This document sets out the methodologies (including Health & Safety) which will be followed during the excavation of the evaluation trenches 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 2014), local and regional planning authority archaeology guidance and Historic England Centre for Archaeology Guidelines where appropriate.
- 1.1.13 Other relevant documents include:
- the Archaeological desk-based assessment (MOLA, 2014). This presented the initial assessment of archaeological potential on the site.

1.2 Planning and legislative framework

- 1.2.1 The Planning and legislative background to the site has been adequately summarised in the previous Archaeological desk-based assessment (MOLA, 2014 section 10).

1.3 Archaeological 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.

1.4 Quantification of the archaeological resource

- 1.4.1 Recent evaluations of the nearest site, Parcel P, revealed a post-medieval ditch onsite, with natural (London Clay) between 58.01mOD and 50.77mOD.
- 1.4.2 The British Geographical Survey indicates that the natural deposits comprise London Clay capped by a mixture of made ground, subsoil and topsoil (BGS 268).

1.5 MOLA team and other responsibilities

- 1.5.1 In the document below the following terms should be understood:
- 1.5.2 *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.
- 1.5.3 *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.
- 1.5.4 *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.
- 1.5.5 *Archaeologists* - MOLA excavation staff responsible on site for archaeological excavation.
- 1.5.6 *Field Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.5.7 *Health and Safety 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
- 1.5.8 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.5.9 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work (see section 4.2). 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.
- 1.5.10 *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, 2014) is to ‘determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices’.
- 2.1.2 This is further explained as ‘a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.’
- 2.1.3 Para 3.2.12 of the CIFA guidelines states that “the archaeologist must be mindful that the purpose of evaluation is to determine the presence, or not, of archaeological deposits and to assess their nature, extent etc., and must not unnecessarily interfere with archaeological remains. The archaeologist must make every effort to ensure that field evaluation is minimally-intrusive and minimally-destructive to archaeological remains in both the design and execution of work”.
- 2.1.4 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.
- 2.1.5 MOLA’s archaeological evaluation methodology will be in accordance with the advice set out in NPPF (DCLG 2012) and will conform to best professional practice as summarised in the appropriate Chartered Institute for Archaeologists Guideline for Evaluation (CIFA 2014) and advice given in Berkshire local guidance.

2.2 Site specific objectives

- 2.2.1 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.
- 2.2.2 For these archaeological works the following broad research questions can be outlined:
- 2.2.3 What is the nature and level of natural topography?
- 2.2.4 What are the earliest deposits identified?
- 2.2.5 What are the latest deposits identified?

- 2.2.6 Is there any evidence of field systems, occupation/settlement or iron-working/smelting activity relating to the Middle Iron Age features previously excavated to the north and south of the site, as depicted on the earlier Historic Environment Assessment?
- 2.2.7 Is there any evidence of Romano-British occupation or activity?
- 2.2.8 Is there evidence associated with the late/post-medieval moated farm (Biggs Farm) sited to the north?

3 Evaluation methodology

3.1 Archaeological considerations

- 3.1.1 The evaluation involves excavation of 19 trenches across the site (see Fig 2 and Fig 3).
- 3.1.2 The nineteen trenches will measure 25m x 1.8m. The trenches are expected to be between 0.5m to 1m deep depending on the thickness of the made ground and underlying deposits. This equates to a c 4% sample of the site.
- 3.1.3 No detailed information is as yet available on the proposed development other than for residential housing with associated access roads. Impacts will be in the form of road and house footings, and service trenches. The trench layout has been selected to provide coverage across the site in accessible areas, avoiding known service runs and standing buildings. The position of the proposed trenches may have to be altered slightly to avoid any previously unmapped services.
- 3.1.4 The proposed evaluation trenches have been located in order to avoid the known obstructions, namely the numerous trees and known services crossing the site (see Fig 4).
- 3.1.5 Any alterations to the trench layout will be notified to, or where appropriate, agreed with, the archaeological advisor to the local planning authority prior to these changes being implemented on site. This will be done in order to allow the local planning authority time to assess any proposed changes in order to consider their effects on the overall project, and to provide further direction as may be required.
- 3.1.6 Initial location of the trenches will be set out by MOLA surveyors.
- 3.1.7 The excavation of the trenches will be conducted by a sub-contractor for MOLA using a JCB type excavator and/or a 360 degree tracked excavator with flat-bladed bucket. This will be supervised by a Senior Archaeologist from MOLA.
- 3.1.8 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/sub-contractor under archaeological supervision by MOLA. The MOLA Site Supervisor will decide when remains of archaeological significance requiring recording are revealed.
- 3.1.9 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. 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.
- 3.1.10 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 MOLA Site Supervisor will decide when remains of archaeological significance requiring recording are revealed.
- 3.1.11 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. Normally this involves covering or wrapping the deposits and features in a geo-textile such as Terram and sealing this with a layer of sand or other suitable soft materials.

- 3.1.12 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.
- 3.1.13 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.
- 3.1.14 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
- 3.1.15 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.
- 3.1.16 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.

3.2 Recording systems

- 3.2.1 A unique site code has yet to be agreed. This will be used by MOLA 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, i.e. to evaluate for further decision making, as expressed in CIFA (2014) para 3.2.12. and 3.3.8. 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 CIFA 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 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.
- 3.3.4 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 will be necessary that the landowner gives necessary legal approvals, licences and permissions to donate the finds to the local Museum and/or Archive Receiving Body (which is to be determined) to enable that body to carry out its obligations to curate the finds after discovery, 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 In such case, 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 local Museum and/or Archive Receiving 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 6 weeks of the completion of fieldwork.
- 3.5.2 A short summary of the results of the evaluation will be submitted to the Berkshire HER and NAR.
- 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 Finds and records will be curated by a single organisation, and be available for public consultation in a site archive compatible with other archaeological archives in Berkshire 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)
- 3.5.5 Copyright of the written archive will be vested in the Museum.

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 Wokingham Borough Council 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.

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 Funding arrangements for the excavation will be agreed between MOLA and the client, together with agreements for attendance requirements, accommodation and facilities. It will be agreed that the developer will fund the on-site works up to the *Post-Excavation assessment* stage as defined by MAP2 and as described in this document. Additional costs for the later analysis/publication programme will be confirmed following the completion of the *Post-excavation assessment report and Updated project design*, and the client will be made aware of this eventuality.

6 Acknowledgements

- 6.1.1 MOLA wishes to thank Helen Puddle and Lawrence Ewing of Crest Nicholson for commissioning the work. Fiona MacDonald of Berkshire Archaeology for her guidance and comments. Linda Kilvert, Intrinsic Facilities Engineering Ltd for supplying background information for the site.

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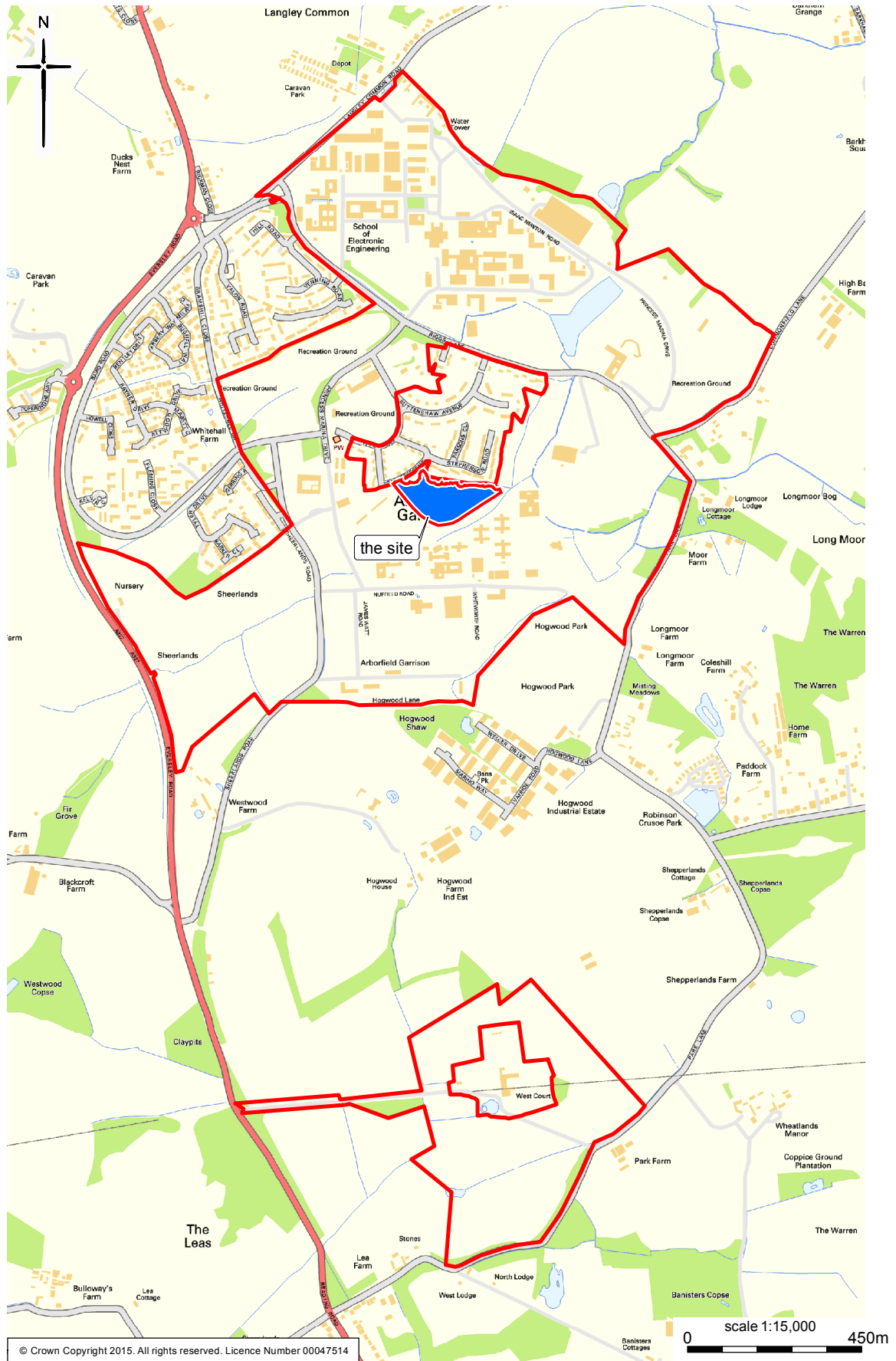


Fig 1 Site outline

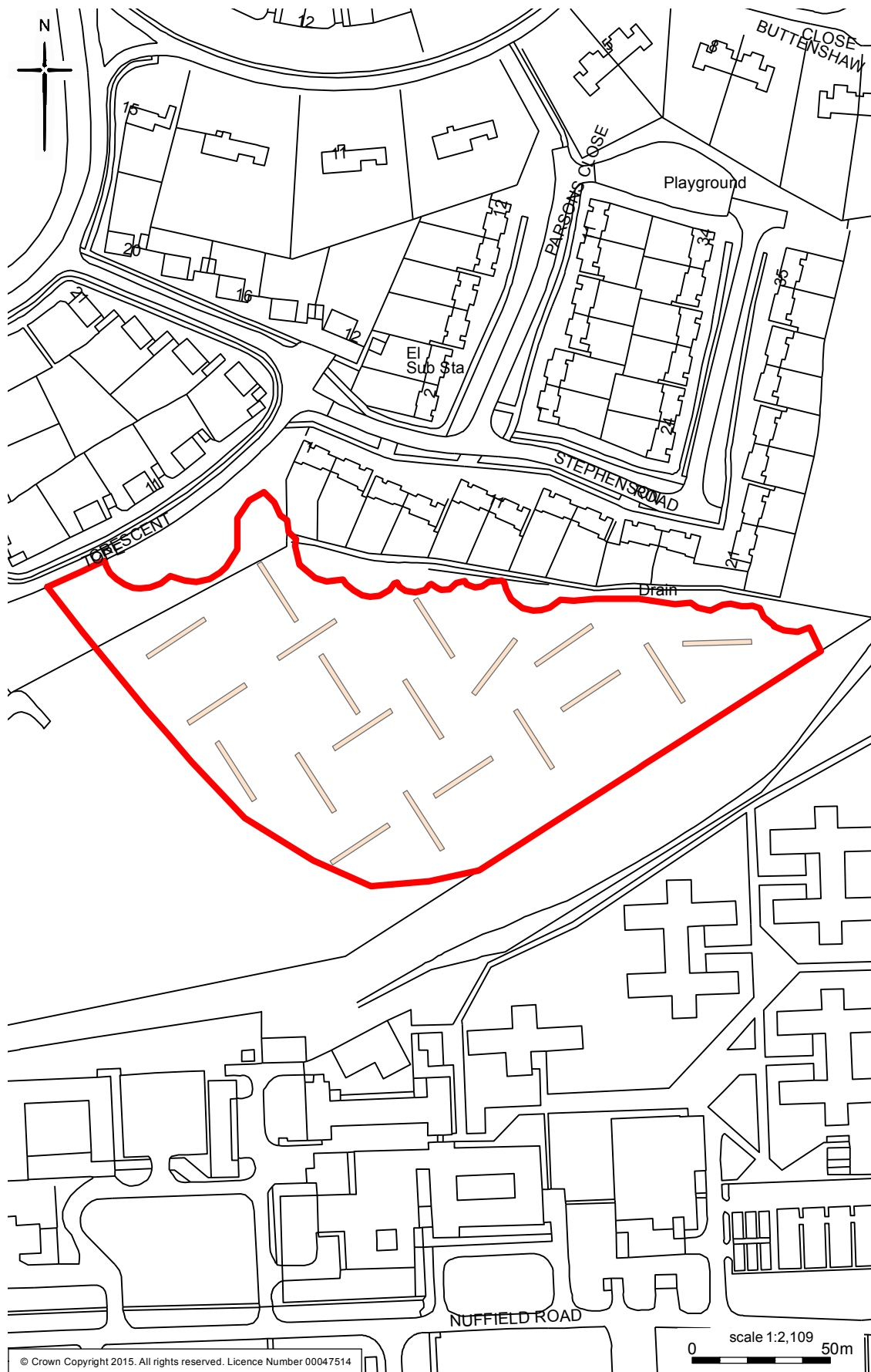


Fig 2 Proposed location of evaluation trenches



Fig 3 Aerial view

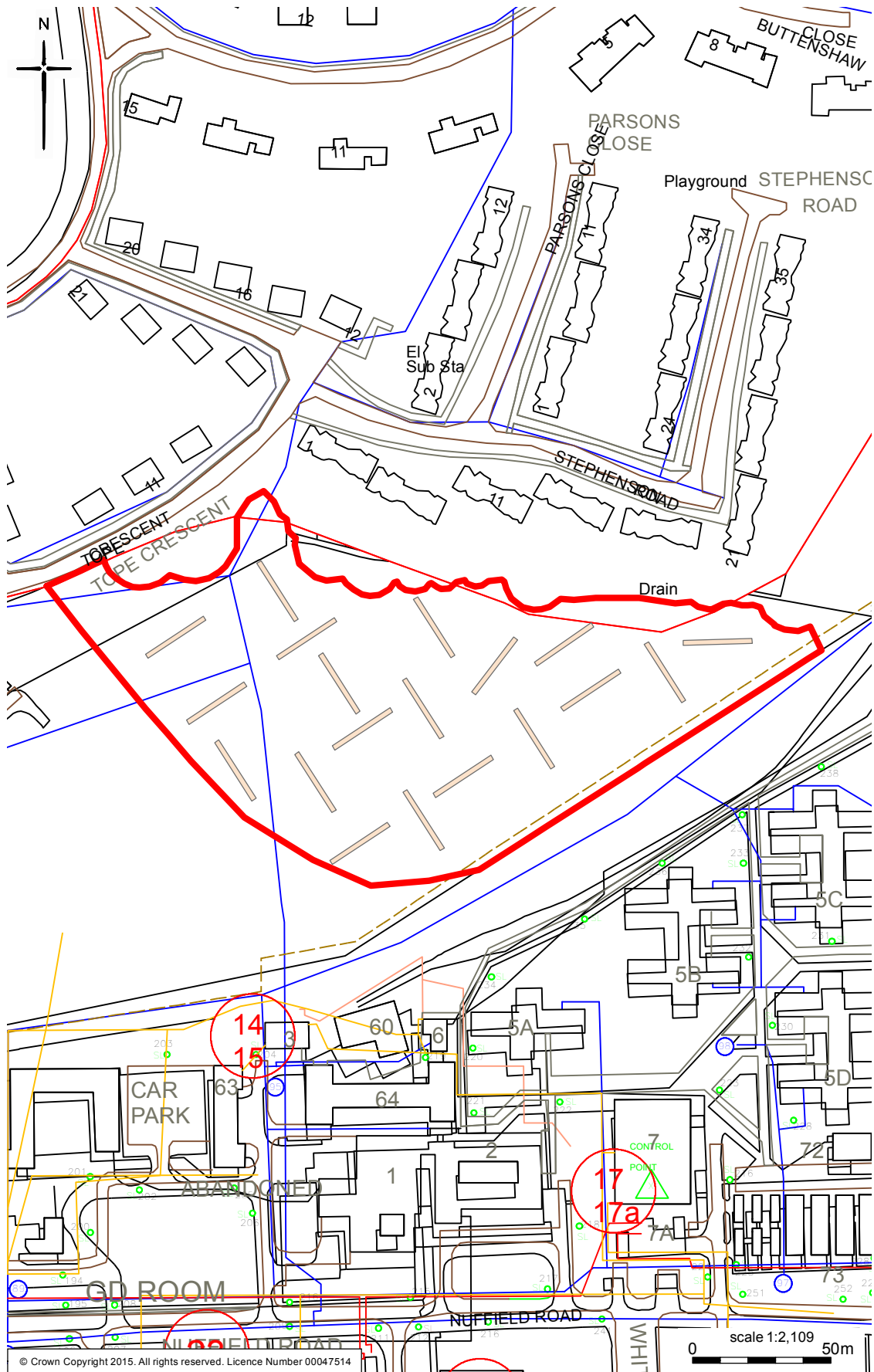


Fig 4 Service plan

8 Appendix Transfer of Finds ownership

DATED

20

[]

-AND-

THE BOARD OF GOVERNORS OF
THE MUSEUM OF LONDON

DEED OF TRANSFER
of Finds excavated at
[]

Site Code []

THIS DEED OF TRANSFER is made on the _____ day of _____ 20____

BETWEEN: -

[] a company registered in England under Reg. No [] whose registered office is situate at [] (“the Site Owner”);

AND

THE BOARD OF GOVERNORS OF THE MUSEUM OF LONDON an exempt charity established under the Museum of London Acts 1965-1986, whose principal place of business is located at 150 London Wall, London EC2Y 5HN, (“the Museum”) which expression shall include any Governors appointed from time to time acting in accordance with the powers vested in them under the Museum of London Acts 1965-1986.

WHEREAS

A The Site Owner is the owner of a property at [] known by its site code [] whereupon an archaeological intervention has been carried out ("Excavation").

B The Site Owner is the owner of any items of archaeological interest found during the Excavation.

C The Site Owner wishes to transfer to the Museum title to the items referred to in Recital B.

D The Museum has agreed to provide facilities for the accommodation and, at its discretion, the display of the items referred to in Recital B on condition that the same are assembled as an archive in accordance with the provisions of this Deed.

NOW IT IS HEREBY AGREED as follows: -

1. PREPARATION AND DELIVERY OF THE ARCHIVE

1.1 The Site Owner will procure the preparation of the items of archaeological interest found during the Excavation in accordance with the requirements of the Museum's *General Standards for the Preparation of Archaeological Archives deposited with the Museum of London*, a copy of which is available to the Site Owner for inspection, and generally in accordance with best archaeological practice. The Site Owner will also procure to be prepared a full inventory of the items so prepared ("the Finds Inventory") and a list of the boxes and other containers in which those items will be transported to the Museum ("the Final Transfer Summary"). The items of archaeological interest listed in the Finds Inventory are hereinafter referred to as "the Finds".

1.2 The Site Owner will arrange for delivery of the Finds, Finds Inventory and the Final Transfer Summary to the Museum without cost to the Museum, after consultation with the Museum as to the method and time of delivery.

1.3 Title to and risk in the Finds will pass to the Museum on delivery of the Finds to the Museum in accordance with clause 1.2.

2. WARRANTIES

2.1 The Site Owner warrants to the Museum that:

2.1.1 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed ownership of the Finds is vested exclusively in the Site Owner;

- 2.1.2 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Finds are free of all charges, encumbrances and third party rights and no right has been granted in respect of them which would affect the transfer of title to the Finds by the Site Owner to the Museum or otherwise give rise to any conflict with the provisions of this Deed;
 - 2.1.3 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Site Owner has the unfettered right to transfer ownership and possession of the Finds to the Museum;
 - 2.1.4 the Site Owner will at its own cost take all steps which are or may be necessary at any time to cure any defects in the title to the Finds; and
 - 2.1.5 the Site Owner warrants that it or its contractors have complied with all of the requirements of the Treasure Act 1996 and any statutory modification or re-enactment of that Act, and all other legislative requirements relating to the Excavation.
- 2.2 The Site Owner will indemnify the Museum against any and all claims, demands, proceedings, costs, expenses, loss or damage, of whatever nature which may be made or brought against or incurred by the Museum arising out of or in connection with any breach of the warranties given respectively by the Site Owner in clause 2.1.

3. INTERPRETATION; GOVERNING LAW AND JURISDICTION

- 3.1 This Deed will be governed by and construed in accordance with the Laws of England and Wales regardless of the place of execution or performance. The English Courts will have exclusive jurisdiction to deal with any dispute or other difference arising out of or in connection with this Deed, unless the Museum chooses to invoke, or voluntarily submits to, the jurisdiction of some other tribunal

IN WITNESS of which the parties hereto have executed this document as a Deed on the date first written above

[]

By means of these signatures:

Director

Director/Secretary

The **COMMON SEAL** of
THE BOARD OF GOVERNORS
OF THE MUSEUM OF LONDON
was hereunto affixed in the presence of:

Chairman

Secretary