

**ARBORFIELD GREEN, ARBORFIELD, BERKSHIRE: WRITTEN SCHEME OF
INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION**

Issue 1: Issued for Approval

Local Planning Authority: Wokingham Borough Council

Planning Reference: O/2014/2280

NGR: SU 76825 65692

Site Code: BAGA25

Prepared for: Sutton Land Development

Pre-Construct Archaeology Ltd (Winchester)
5 Red Deer Court
Elm Road
Winchester
Hampshire
SO22 5LX
Tel: 01962 857 335
E-mail: pmcculloch@pre-construct.com
Web: www.pre-construct.com

© Pre-Construct Archaeology Ltd

2nd July 2025

© The material contained herein is and remains the sole property of Pre-Construct Archaeology Limited and is not for publication to third parties without prior consent. Whilst every effort has been made to provide detailed and accurate information, Pre-Construct Archaeology Ltd cannot be held responsible for errors or inaccuracies herein contained.

CONTENTS

1 INTRODUCTION..... 1

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND..... 3

3 AIMS 4

4 METHODOLOGY..... 5

5 REPORTING..... 11

6 ARCHIVE PREPARATION & DEPOSITION 12

7 MONITORING AND LIAISON 13

8 HEALTH AND SAFETY..... 14

9 PROGRAMME AND RESOURCES 15

10 REFERENCES..... 16

Figure 1: Site Location

Figure 2: Proposed Trench Locations

Figure 3: Proposed Trench Locations on Geophysics

Figure 4: Proposed Trench Locations overlain on Proposed Development

1 INTRODUCTION

1.1 Project Background

1.1.1 Pre-Construct Archaeology Ltd (PCA) has been appointed by Sutton Land Development to undertake an archaeological evaluation on Arborfield Green, Arborfield, Berkshire, (**Figure 1**), hereafter 'the Site' (centred at NGR SU 76825 65692). The Site covers an area of approximately 9.4ha of playing fields bounded by housing. The Site is the subject of a development comprising the refurbishment of sports pitches and a pavilion, the installation of drainage works and the creation of allotments.

1.1.2 The development received outline planning permission (Ref: O/2014/2280) in April 2015 and included Archaeology Condition No 69, based on the advice of Berkshire Archaeology (BA, advisor to the Local Planning Authority (LPA):

'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'.

1.1.3 This Written Scheme of Investigation provides the methodology for an archaeological evaluation, which will comprise the mechanical excavation of 37 no trenches, each measuring 30m x 1.8m (**Figure 2**). These trenches will be divided across the Site targeting proposed impacts and geophysical survey anomalies, providing a 4% sample of the total area. There is a contingency for a further 2% sample, if required by BA, which may add to or extend the trenches.

1.1.4 This document has been prepared in accordance with the *Chartered Institute for Archaeologists standard for archaeological field evaluation* (CIfA 2023) and *universal guidance for archaeological field evaluation* (CIfA 2023), Berkshire Archaeology's *General Standards for Historic Environment Projects* (BA, 2021) and *Management of Research Projects in the Historic Environment* (Historic England, 2015).

1.1.5 PCA is a ClfA Registered Archaeological Organisation and is bound by its code of conduct.

1.2 Location, Topography and Geology

1.2.1 The Site comprises playing fields bounded by Arborfield Green housing estate to the north, Biggs Lane, Princess Marina Drive and Buttenshaw Avenue to the east, Tope Road and Baird Road to the south, and Whitehall Drive to the west.

1.2.2 The site slopes gradually down from c 67.0m OD on Whitehall Drive to the west to c 55.2m OD to the east near Buttenshaw Avenue (MOLA 2024).

1.2.3 The British Geological Survey has mapped the geology underlying the Site to comprise solid deposits of London Clay, with no superficial deposits
(https://mapapps.bgs.ac.uk/geologyofbritain/home.html?&_ga=2.106840963.1264125184.1626092989-714913586.1587483874).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 2.1.1 The archaeological and historical background the Site was set out in an archaeological desk-based assessment prepared in respect of the current proposed development (MoLA, 2014). The desk-based assessment concluded that the Site has high potential to contain archaeological evidence of the Iron Age, Romano-British and medieval periods and low potential for all other periods.
- 2.1.2 Archaeological investigations immediately west of the site at Baird's Road revealed an Iron Age farmstead and round house with pottery recovered suggesting occupation between 500 – 300BC. This site showed clear evidence of metal working, likely smelting suggesting a specialist industrial activity.
- 2.1.3 Immediately to the southwest of the Site at the former Whitehall Brick and Tile Works archaeological investigations revealed a further metal working site, occupied from the mid to late Iron Age to the Romano British period until being abandoned during the mid 3rd Century AD. The site was interpreted as a low status farmstead with important iron-working functions. It is suggested this site was focussed on metalworking rather than agriculture, possibly acting as a supplier to Silchester and local settlements.
- 2.1.4 To the immediate east of the Site is the Scheduled Monument of moated site at Moat House (SM number 1009886). A dry medieval moated site, it has a single island and is visible as earthworks on the south, east and west sides, where there is a graded ditch approximately 10m wide. The island rises to c.1m, and the banks up to 2m. The scheduled area includes the island, ditch and a 2m buffer zone for its protection, and comprises a roughly square area of c.60m x 60m.
- 2.1.5 The Moat House sits south of the Scheduled Monument and is a Grade II listed building, built in 1906 for the commanding officer of the remount Depot.
- 2.1.6 To the south of the Site is the Scheduled Monument of Infirmary Stables, Arborfield (SM number 1006949). The extant remains of a stables constructed in 1911 – 1912.
- 2.1.7 The Arborfield Army Remount Service depot was established in 1904. The land was originally leased, and was later purchased in 1911. The new depot was one of two established in the aftermath of the Boer War to increase the capacity of the army to supply remounts in the time and numbers required during a war. The parcel of land originally acquired was worked by Biggs' Farm, Old Biggs' Farm and Ellis' Farm. Initially the only new building constructed were a small block of wooden stables. Biggs' Farm became the headquarters of the Depot. Ellis' Farm was used to accommodate the isolation lines (MOLA 2014).
- 2.1.8 Parts of the Site were subject to geophysical survey in 2008 (Stratascan 2008), which located anomalies of potential archaeological interest in the area proposed for allotments. The Site was included as part of a larger Geophysical survey in advance of the modern Arborfield Green development. The geophysical survey was carried out by MOLA Northampton and suggested few features of minor archaeological interest, most likely post medieval features such as field boundaries (MOLA 2015).

3 AIMS

- 3.1.1 The general aim of the archaeological evaluation is to determine the presence or absence of archaeological remains within the Site and, where present, determine their nature, extent, date, condition and significance, taking account of their potential to contain biological and palaeo-environmental remains.
- 3.1.2 More specific objectives of the evaluation are:
- Is there any evidence of field systems, occupation or prehistoric industrial working?
 - Is there any evidence of Romano-British occupation or activity?
 - Is there evidence associated with the Scheduled Monument Moated Site at Moat House?
- 3.1.3 A report on the results of the evaluation will aim to provide a context for archaeological remains that may be identified and provide sufficient information so that the future treatment of the remains, in respect of the consented development, can be determined. Where further stages of archaeological investigation are determined as necessary these will be agreed with Berkshire Archaeology and set out in additional Written Schemes of Investigation.

4 METHODOLOGY

4.1 Evaluation Fieldwork

- 4.1.1 The evaluation will comprise the mechanical excavation of 37 no trenches, each measuring 30m x 1.8m. These trenches will be divided across the targeting proposed impacts and geophysical survey anomalies, providing a 4% sample of the total area. There will also be a contingency for a further 2% sample, if required, which may add to or extend the trenches.
- 4.1.2 The trenches will be set out to investigate anomalies identified by geophysical survey (**Figure 3**) as well as areas most impacted by the proposed development, particularly the sports pitches, allotments area, NEAP, LEAP and MUGA (**Figure 4**).
- 4.1.3 The trenches will be set out using a GPS device to ensure their pre-determined location is achieved accurately. The trenches will be mechanically excavated using a 360° tracked excavator fitted with a wide toothless blade bucket. All mechanical excavation will be supervised by a suitably qualified PCA archaeologist familiar with the ground conditions anticipated on the Site.
- 4.1.4 Topsoil will be stored separately from subsoil and will be reinstated as carefully and tidily as possible when the trenches are backfilled.
- 4.1.5 Machining of the trenches will be closely monitored by PCA staff in order that exposed surfaces are inspected for the presence of archaeological deposits, features, artefacts and ecofacts. Exposed surfaces will be maintained clear of loose spoil. Machine excavation will proceed in spits of no more than 100mm thickness in order to ensure that archaeological deposits and features are not needlessly damaged.
- 4.1.6 Machine-excavated spoil and the exposed surface will be scanned for the presence and collection of artefacts; this will include the use of metal detector.
- 4.1.7 Mechanical excavation will proceed to the top of any significant archaeological level or to the top of 'natural' subsoil, whichever is encountered first. In the event significant and complex archaeological features and deposits are revealed, the archaeological advisor will be informed immediately. Further hand excavation may be required to clarify the nature, character and date of the archaeological deposits and to address the primary objective of establishing the presence/absence of archaeological deposits, their depth, nature, date and extent.
- 4.1.8 Where complex archaeological features and deposits are encountered, deposits will be left in situ and measures to assess the depth of this stratification agreed with BA. For instance, where modern or archaeological features are seen to truncate stratified archaeological deposits and features, then these will be sample excavated by hand to enable the depth of stratification to be assessed.
- 4.1.9 If archaeological resources of limited significance are found to be present cutting through or overlying soils (e.g. colluvium) which have the potential to conceal significant archaeological deposits, then these will be recorded and investigated prior to their removal and subject to the advice of the archaeological advisor.

- 4.1.10 Test pits within the trenches may need to be excavated into natural deposits in to confirm and characterise these and/or to characterise local geology and, if present, superficial deposits. Test pits will be positioned to avoid damage to archaeological remains.
- 4.1.11 On completion, the trenches will be backfilled using excavated spoil – this does not constitute reinstatement of surfacing/topsoil. Where vulnerable archaeological resources remain within trial trenches, these will be protected from needless damage. Consideration will be given to covering vulnerable resources with, for example, a geotextile, prior to backfilling.

4.2 Investigation and Sampling Strategy

- 4.2.1 A unique Sitecode has been allocated by PCA **BAGA25**. This will be used on all Site records and other components of the archive of the evaluation.
- 4.2.2 Archaeological features will be sampled by hand sufficient to meet the aims of the evaluation, such as to characterise and date them and establish their extent and depth. Full excavation of features will not be undertaken at this stage unless otherwise agreed with the archaeological advisor. Care will be taken not to damage archaeological remains through excessive use of mechanical excavation.
- 4.2.3 Where necessary the surface and sections of trenches will be hand cleaned to define archaeological deposits and features clearly.
- 4.2.4 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and / or theft.
- 4.2.5 No trenches will be backfilled until agreed with BA.

4.3 Human Remains

- 4.3.1 Inhumation and cremation burials, including pyre deposits, will normally be left in-situ for the purposes of evaluation. Subject to the agreement of a suitable method statement approved by the archaeological advisor, burials and related deposits may be partially investigated to confirm the presence of human remains and their state of preservation, but skeletal remains will be left in situ. Burials will be scanned by metal detector to assess whether any grave goods or furnishing are likely to be present.
- 4.3.2 Inhumation and cremation burials which are in a fragile state and that are likely to be damaged by reinstatement of the evaluation trenches may require excavation and removal, subject to the agreement of a suitable method statement approved by the archaeological advisor and only in accordance with a Ministry of Justice Licence.
- 4.3.3 Arrangements will be made to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and grave goods. An appropriately qualified and experienced osteo-archaeologist will be available to supervise the excavation and removal of any human remains (where this is necessary) from the Site, following published guidance, i.e. the Institute for Archaeologists Technical Paper 13 'Excavation and post-excavation treatment of cremated and inhumed remains'. The following guidance will also be observed:
- 4.3.4 Human Bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports (2004).

<https://www.historicengland.org.uk/images-books/publications/human-bones-from-archaeological-sites/>

Science and the dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis (2013)

<http://www.archaeologyuk.org/apabe/>

- 4.3.5 In the event that human burials are discovered and require excavation and removal from the Site, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Licence applies to both inhumation and cremated remains. Application for a Licence will be made by PCA, on behalf of Client. PCA will to comply with the conditions of the Licence and discuss with the archaeological advisor any requirements of the Licence that may conflict with the agreed method of investigation of the Site.

4.4 Recording

- 4.4.1 All trenches, structures, deposits and finds will be recorded according to accepted professional standards and in accordance with PCA's recording systems. Sufficient data will be recorded to allow the required level of assessment and reporting (see section 5). Recording will be carried out to a sufficiently high standard to provide a full record of the deposits evaluated, including in trenches where no archaeology is identified.
- 4.4.2 All archaeological contexts are to be recorded individually on context record sheets. A further, more general record of the work, comprising a description and discussion of the archaeology, is to be maintained as appropriate.
- 4.4.3 A plan to indicate the location of the boundaries of the evaluated area and the Site grid is to be drawn at a scale of 1:1250 (or a similar appropriate scale). Plans indicating the location of the excavated trenches and the location of all archaeological features encountered will be drawn at an appropriate scale and related to the National Grid; this will be achieved using a GPS device and EDM/theodolite in order to record accurate X, Y, Z co-ordinates.
- 4.4.4 Sections will be drawn at a scale of 1:10. Significant archaeological features will normally be drawn in plan at a scale of 1:20 or 1:10 if appropriate. Long Sections indicating the full stratigraphic sequence will be drawn for all trenches. However, where a very simple sequence is revealed a representative section (minimum 1m wide) at each end of the trench will be sufficient. All plans and sections will be annotated to show heights and levels relative to Ordnance Datum. All plans and sections will be drawn on polyester based drafting film and clearly labelled.
- 4.4.5 A digital photographic record of the work will be made forming part of the Site archive. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context all trenches, test pits and archaeological features and deposits discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation

mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual deposition with Site archive.

4.4.6 The complete Site archive including finds and environmental samples will be stored in a secure place throughout the duration of the fieldwork and post-fieldwork programme prior to deposition.

4.4.7 The Site archive is to be consolidated after completion of the evaluation and records and finds collated and ordered as a permanent record.

4.5 Finds Recovery Processing and Treatment

4.5.1 All artefacts recovered during the excavations on the Site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines no.2 and the Chartered Institute for Archaeologists 'Standard and Guidance for the collection, documentation, conservation and research of archaeological materials' (ClfA 2014 updated 2020). On completion of the archaeological works the Landowner will be requested to donate and deposit the archive, including all artefacts, with an appropriate designated museum or repository, or retention by PCA until suitable long-term storage is made available.

4.5.2 Artefacts will be excavated carefully by hand. Bulk artefacts will be collected and bagged according to their archaeological context. The location of special finds, including in situ worked flint will be recorded three dimensionally. If necessary, an appropriately qualified and experienced archaeological conservator will be appointed to advise and assist in the lifting of fragile finds of significance and or value and to arrange for the X-raying and investigative conservation of objects as may be necessary. Where appropriate to address the aims of the evaluation, sieving of deposits will be undertaken to maximise the recovery of small artefacts.

4.5.3 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed. Sub-sampling procedures will be agreed with the archaeological advisor.

4.5.4 All gold, silver or any item considered to be treasure will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996, 3rd Revision (2023). Where removal cannot be carried out on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

4.5.5 Artefacts that fall under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2023) will be reported immediately to the relevant Coroner's Office, the local Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Berkshire, the landowner and the NPA. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Since its 3rd revision in 2023 the Treasure Act also includes Significant Objects "This class of treasure is designed to capture only those objects that, by virtue of factors such as their rarity, provide an exceptional insight into an aspect of national or regional history,

archaeology or culture.... An object will satisfy the significance criteria if it provides an exceptional insight into an aspect of national or regional history, archaeology or culture”

4.6 Archaeological Science and Environmental Sampling

- 4.6.1 A structured programme of environmental sampling appropriate to the aims of the evaluation will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines “Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation” (2nd edition, August 2011). Any variation to this guidance will be agreed in advance with both the BA and the Historic England Regional Scientific Advisor.
- 4.6.2 Where necessary an appropriately qualified and experienced geo-archaeological specialist will be appointed to record any deposits of particular significance alluvial sequences and to advise on depositional and Site formation processes. The appointment of the specialist will require the prior approval of the archaeological advisor. It is currently proposed that the specialist services will be provided by QUEST - University of Reading.
- 4.6.3 Where necessary the advice of the Historic England Regional Scientific Advisor will be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological evaluation of this Site.
- 4.6.4 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 4.6.5 For large features / spreads appropriate consideration will be given to sampling on a grid system if this fits in with the aims of the evaluation.
- 4.6.6 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.
- 4.6.7 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 4.6.8 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the archaeological advisor. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 4.6.9 Environmental samples from dry deposits will normally be processed by flotation following the evaluation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.

- 4.6.10 The processed environmental remains will be assessed and recommendations provided to inform any subsequent stages of archaeological works as may be determined as appropriate.
- 4.6.11 Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic, OSL and thermoluminescence. The advice of the Historic England Regional Scientific Advisor will be sought in advance of the application of these techniques. Any necessary delay that is caused in completion of the reporting of the evaluation to enable provisional results to be included will be notified to the BA.
- 4.6.12 Where appropriate the guidance in the following Historic England papers will be followed:
- 4.6.13 Centre for archaeology Guidelines: Archaeometallurgy (2001).
<https://www.historicengland.org.uk/images-books/publications/archaeometallurgy/>

X-radiography of Archaeological Metalwork (2006).

<https://www.historicengland.org.uk/images-books/publications/x-radiography-of-archaeological-metalwork/>

Investigative Conservation: Guidelines on How the Detailed Examination of Artefacts from Archaeological Sites can Shed Light on their Manufacture and Use (2008).

<https://www.historicengland.org.uk/images-books/publications/investigative-conservation/>

Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record (2007).

<https://www.historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/>

Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (2008). <https://www.historicengland.org.uk/images-books/publications/curation-of-waterlogged-macroscopic-plant-and-invertebrate-remains/>

Waterlogged Wood: Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood (2010). <https://www.historicengland.org.uk/images-books/publications/waterlogged-wood/>

Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition) (2011).
<https://www.historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/>

Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation (2012). <https://www.historicengland.org.uk/images-books/publications/waterlogged-organic-artefacts/>

- 4.6.14 **NOTE:** Any changes to the methodology set out above will need to be discussed and agreed in advance with archaeological advisor and set out in the evaluation report.

5 REPORTING

5.1 Evaluation Report

- 5.1.1 A report on the results of the evaluation will be prepared within three weeks of completion of the fieldwork for issue to the client. Subject to the approval of the Client, an electronic (.pdf) copy of the report will be issued to BA.
- 5.1.2 The report will include as a minimum:
- A non-technical summary
 - The background to the project
 - A description of the results of the evaluation
 - A discussion of the location, date, extent, nature, condition and significance of any archaeological deposits identified
 - All finds and environmental specialist reports containing where necessary references to local collections and e.g. for ceramic assemblages to local fabric collections
 - An interpretation of the results of the evaluation taking account of the context of the results at a local, regional and national level, as appropriate
 - Plans, sections and photographs cross referenced to the description of the results
 - A bibliography of sources consulted
 - An index to the project archive
 - The OASIS record
 - An ESRI shape file providing GIS data will be supplied to the archaeological advisor and will contain the scheme of investigation, such as trench outlines, and significant archaeological information, such as feature/deposit plans.
- 5.1.3 Subject to consultation with RPS & BA, the report may include recommendations for further stages of archaeological work in mitigation of the impact of the proposed development upon archaeological resources identified by the evaluation. Further stages of work as may be required will need to be set out in an updated Written Scheme of Investigation that provides appropriate method statements.

6 ARCHIVE PREPARATION & DEPOSITION

6.1 The Site Archive

- 6.1.1 The Site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with the Chartered Institute for Archaeologists 'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives' (CIfA 2014, updated 2020) and 'Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation' (Archaeological Archives Forum, second edition 2011). On completion of the project PCA will arrange for the archive, including a data only archive (i.e. no finds) to be deposited in a designated museum or repository to be agreed with BA and the Local Planning Authority or to be retained temporarily by PCA until suitable long-term storage is made available.
- 6.1.2 In the event a data-only archive is created, i.e. in the absence or of finds, an alternative digital depository should be identified, such as the Archaeology Data Service.

7 MONITORING AND LIAISON

7.1 Site Visits

- 7.1.1 Arrangements will be made by PCA for BA to monitor the progress of the evaluation and compliance with the aims and methodology set out in this document on behalf of the Local Planning Authority. Regular Site meetings, remotely if necessary, will be arranged so that any variation to the agreed evaluation methodology may be discussed and agreed with the archaeological advisor.

8 HEALTH AND SAFETY

8.1 Policy

- 8.1.1 PCA will conduct the work in compliance with the Health and Safety at Work etc. Act 1974 and will also follow professional guidance and advice provided by the Federation of Archaeological Managers and Employers Ltd of which PCA is a member.
- 8.1.2 PCA's own Health and Safety Policy and a procedures manual will be available on site. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 8.1.3 PCA will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced. PCA will carry out a risk assessment and complete a Health and Safety Method Statement prior to commencement of fieldwork, and where appropriate a COSHH assessment. Risks and measures to reduce risk will be communicated to all staff working on and visiting the site.
- 8.1.4 All site work will be undertaken in accordance with the latest Government and Construction Industry guidelines regarding Covid19. Full details of all Health & Safety procedures will be included in the site-specific Risk Assessment and Method Statement.

8.2 Risk Assessment

- 8.2.1 Prior to the commencement of fieldwork PCA will conduct a Site-specific risk assessment, if necessary, as part of a Health and Safety Method Statement; this will include a site visit. All staff will be appraised of the Risk Assessment and comply with mandatory requirements set out such as the use of PPE and other measures to avoid risk from hazards that are identified.
- 8.2.2 PCA will maintain the Site in a safe condition and in order to do this will review and update the Risk Assessment accordingly, taking appropriate measures as necessary to offset risk from new and unexpected hazards as may arise.

9 PROGRAMME AND RESOURCES

9.1 Programme

- 9.1.1 The evaluation fieldwork is expected to take up to 13 days, depending on access arrangements and ground conditions, the project is expected to start in Summer 2025. Due notification of the commencement date of the fieldwork will be provided to BA and of changes to the programme made necessary by delays or bad weather.

9.2 Resources

- 9.2.1 The archaeological field team will comprise one PCA fieldwork Supervisor to be assisted by up to 3 fieldwork Archaeologists. The following table lists the personnel who may be involved in archaeological fieldwork and post-fieldwork roles and tasks associated with the project:

Role	Name
Project Management	Paul McCulloch (PCA)
Archaeological Supervision	tbc (PCA)
Prehistoric Pottery	Barbra McNee
Roman Pottery	Eniko Hudak (PCA)
Post-Roman Pottery	Chris Jarrett (PCA)
	Berni Sudds (PCA)
Ceramic Building Material	Kevin Hayward
	Berni Sudds (PCA)
Architectural Stone Work	Kevin Hayward
Petrology	Kevin Hayward
Building Recording	Adam Garwood (PCA)
Animal Bone	Kevin Reilly (PCA)
	Philip Armitage
Human Remains	James Langthorne (PCA)
Lithics	Barry Bishop (PCA)
Timber	Damian Goodburn
Glass	Hilary Cool
	John Shepherd
Small Finds	Dr Marit Gaimster (PCA)
	Hilary Major
Roman Coins	Alex Beeby (PCA)
Metalwork	Dr Marit Gaimster (PCA)
Leather	Quita Mould
Iron Slag	Lynne Keys
Conservation	Dana Goodburn-Brown (Am Tech Ltd)
Industrial Archaeology	Rob Kinchin-Smith (RPS)
Environmental Archaeology and Geoarchaeology	Jane Wheeler (PCA)

10 REFERENCES

British Geological Survey, 2023. BGS geology viewer <https://www.bgs.ac.uk/mapviewers/bgs-geology-viewer>

Berkshire Archaeology, 2021, General Standards for Historic Environment Projects

CIfA, 2020, Standard and Guidance for the collection, documentation, conservation and research of archaeological materials Chartered Institute for Archaeologists, Reading

CIfA, 2023, Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives, Chartered Institute for Archaeologists, Reading

CIfA, 2023, Standard for Archaeological Field Evaluation, Chartered Institute for Archaeologists, Reading

CIfA, 2023, Universal guidance for Archaeological Field Evaluation, Chartered Institute for Archaeologists, Reading

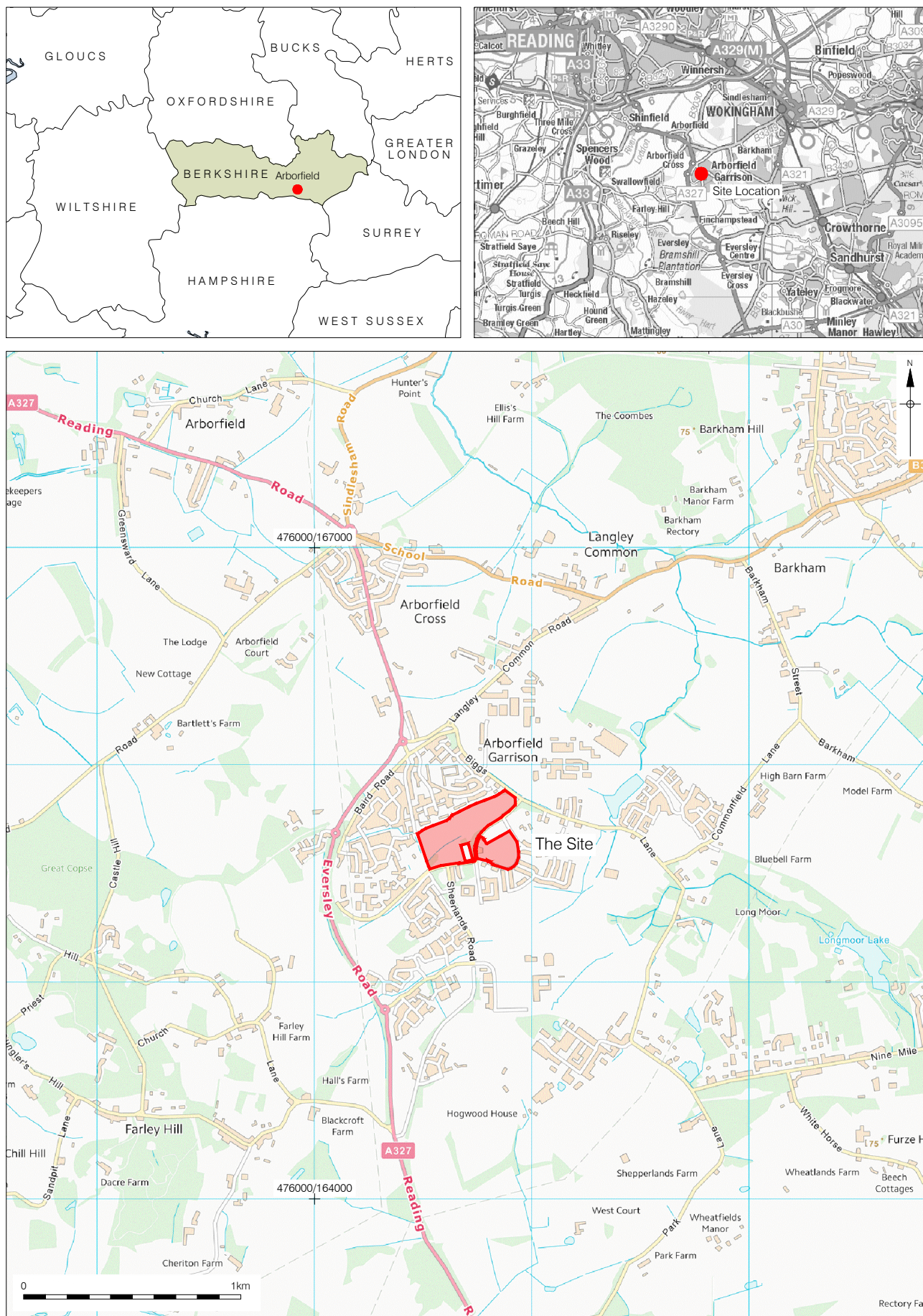
MOLA, 2014, Historic Environment Report for Arborfield Garrison, MOLA unpublished report

MOLA, 2015, Archaeological Geophysical Survey at Arborfield Garrison, Berkshire

MOLA, 2024, Arborfield Green, Arborfield, Berkshire, Written Scheme of Investigation for an Archaeological Evaluation.

Stratascan, 2008, Geophysical Survey Report: Arborfield Garrison, Wokingham, Report Ref J2471

UKIC, 1990, Guidelines for the Preparation of Excavation Archives for Long-term Storage



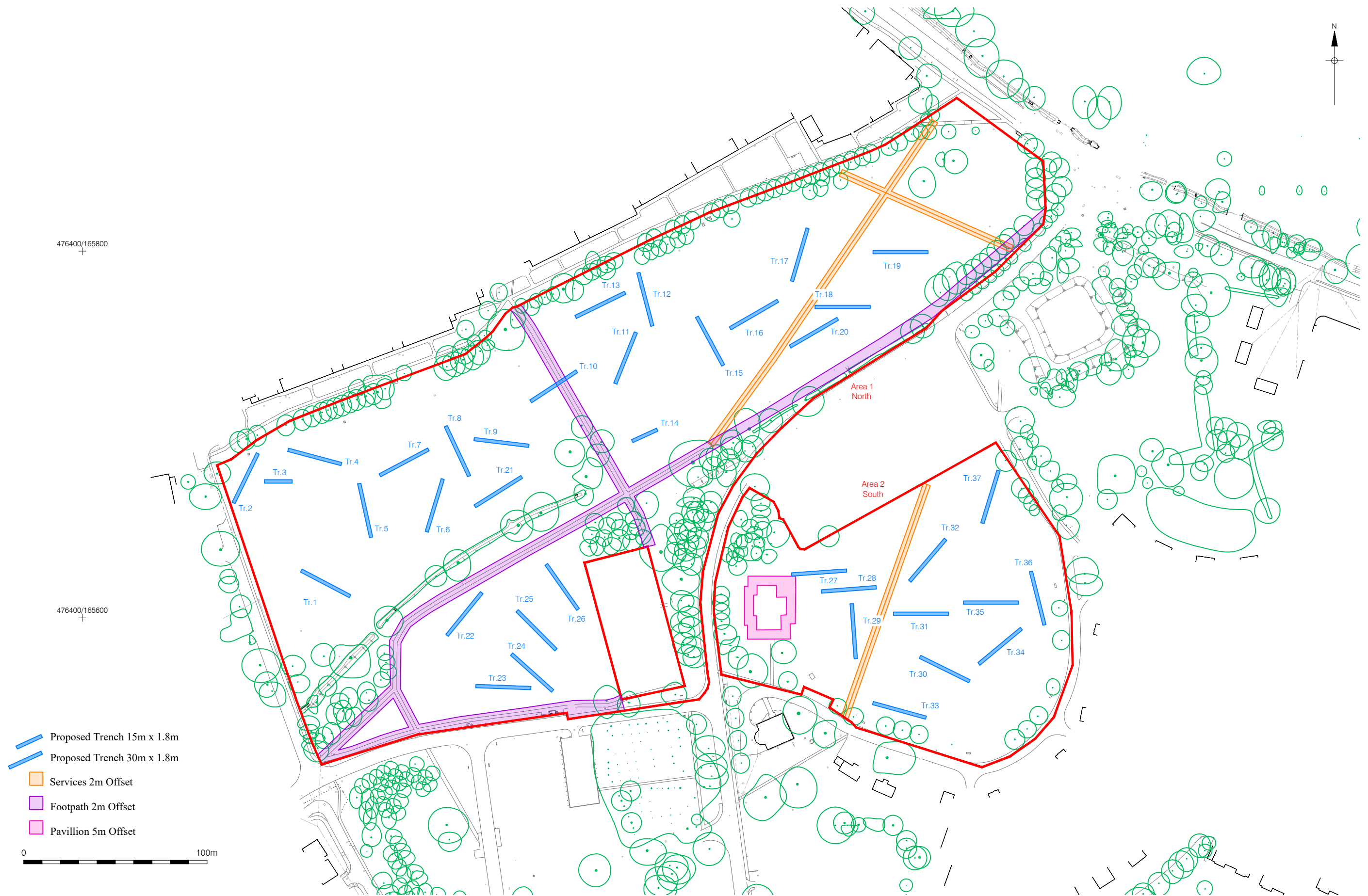






Figure 4
Proposed Trench Locations overlain on a Plan of the Proposed Development
1:2,000 at A3