



Hogwood Farm P16 Finchampstead, Berkshire

Written Scheme of Investigation for
Archaeological Mitigation

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Hogwood Farm P16 Finchampstead, Berkshire

Written Scheme of Investigation for Archaeological Excavation

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 This Written Scheme of Investigation has been prepared to support the submission of a planning application for the construction of 148 new homes within a wider development area at Hogwood Farm, Sheerlands Road, Finchampstead, Berkshire, RG40 4QX. Also proposed under a separate planning application are two SuDS areas and a sports pitch. The wider development area, centred on NGR 477135 164283, is substantial in scale and has been divided into multiple development “Phases”, further subdivided into “Parcels” for planning purposes.
- 1.1.2 Wessex Archaeology has been commissioned by CALA Homes Ltd (‘the client’), to produce WSI for a proposed archaeological strip, map and sample excavation (SMS) of four areas totalling 1.66 ha located in Parcel 16 (P16), previously referred to as “Allotments”, within the south-eastern extent of the wider development area (Fig. 1). A watching brief is also proposed to be undertaken during the grounding of an overhead utility as part of the development, though the location for this has yet to be determined.
- 1.1.3 The proposed development comprises the construction of 148 new homes within P16 with associated carparking, infrastructure and landscaping. Allotments and a community orchard are also proposed (Fig. 2). To the south-west of this, two SuDS areas and a sports pitch are to be constructed under a separate planning application.
- 1.1.4 Previous investigations, associated with the wider development, have indicated the presence of ditches and an alluvial layer (Wessex Archaeology 2019a).
- 1.1.5 The proposed mitigation has been preceded by archaeological works including geophysical survey (Wessex Archaeology 2018a) and archaeological evaluation (Wessex Archaeology 2019a) associated with the wider development (Figs 2 – 3). During these earlier phases of work several areas requiring archaeological mitigation in advance of development were identified and confirmed with the Archaeology Officer for Berkshire Archaeology, archaeological advisor to the Local Planning Authority (LPA). P16/Allotments and Open Space were identified as areas which would require excavation should further development be proposed and/or undertaken.
- 1.1.6 Excavation Area 1, measuring 0.98 ha, is focussed on the footprint of the housing development where earlier investigations have identified a concentration of archaeological features (Fig. 2). The carparking area, allotments, and community orchard have been excluded due to a general paucity of archaeological remains identified during earlier works and their requiring little to no expected impact upon any surviving below ground archaeological remains (Fig. 2).
- 1.1.7 Excavation Areas 2 and 4, measuring 0.18 ha and 0.20 ha respectively, are focussed on the SuDS areas, located within the area of mitigation identified as a result of the earlier



evaluation (Wessex Archaeology 2019a). This is also true of Area 3, 0.30 ha, which has been located to mitigate against the impact of construction of the portion of the proposed sports pitch extending into the same defined area of required archaeological mitigation (Fig. 2).

- 1.1.8 The location and dimensions of the required trenching associated with the grounding of the overhead utility has, at the time of compiling this WSI, yet to be determined but will be archaeological monitored as appropriate.
- 1.1.9 These archaeological mitigation works are the final stage of fieldwork in a programme of archaeological investigation in this parcel of development prior to construction commencing. The archaeological works will subsequently include a stage of post-excavation assessment reporting, deposition of the archive and, where appropriate, publication of the results.

1.2 Scope of document

- 1.2.1 This WSI sets out the aims and objectives of the excavation, and the methods and standards that will be employed. It conforms to current best practice, as well as the Chartered Institute for Archaeologists' relevant standards and guidance (CIfA 2023a–b) and the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a).
- 1.2.2 This document will be submitted to the Archaeology Officer, archaeological advisor to the LPA, for approval prior to the excavation.

1.3 Location, topography and geology

- 1.3.1 The proposed mitigation areas (Figs 1 – 3) are located some 2.5 km north-west of Finchampstead, 6 km south-west of Wokingham, and 10 km south-east of Reading, in the county of Berkshire.
- 1.3.2 Existing ground levels for the wider development area lies on a generally south-east and south-facing slope, declining from 65 m above Ordnance Datum (aOD) at the north-western boundary, to 54 m aOD at the south-eastern boundary and 50 m aOD at the southern boundary. The proposed area of mitigation is located on a south-west facing slope, within the south-eastern portion of the wider development, where ground levels are recorded between c.58 m and 54 m aOD.
- 1.3.3 Excavation Area X is located on the western fringe of an expanse of sand of the Bagshot Formation, a sedimentary bedrock formed between 56 and 47.8 million years ago during the Palaeogene Period. To the north, south and west, encompassing the remainder of the mitigation areas the bedrock geology comprises sand, silt and clay of the London Clay Formation, a sedimentary bedrock formed in the same period. No superficial deposits are recorded (British Geological Survey 2024).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior desk-based assessment (Royal Haskoning DHV 2014) but, has been augmented by additional information as further avenues of investigation associated with the wider development have been identified. This earlier assessment considered the recorded historic environment resource within a 2 km study area of the proposed development. The following summary of this is not exhaustive, but details those records considered relevant to the this WSI.

Relevant entry numbers from the National Heritage List for England (NHLE) are included with additional sources of information referenced as appropriate.

2.2 Previous investigations related to the development

Previous investigations in the vicinity of the wider development site

- 2.2.1 The present site once formed part of a larger area that was considered for development. The main focus of this was to the north, and construction has been ongoing with various areas already having been investigated. Investigations have consisted of various desk-based assessments and evaluations with some mitigation comprising excavation also having been undertaken. It is noted that for the latter reports remain unavailable at present. The following aims to identify and draw on the main results of this earlier work but, is not considered to be exhaustive.

Table 1 Summary of previous investigations (Wessex Archaeology 2019b)

HER reference	Work type	Description
	Desk-based assessment	Covers present wider development site and has study area extending to 2 km (Royal Haskoning DHV 2014)
	Desk-based assessment	Covers areas adjacent (north and south) to the present wider development site. Indicates cropmarks of possible interest within the present development site (MOLA 2014, fig 5)
	Desk-based assessment	Covers areas adjacent (north and south) to the present wider development site (AMEC 2013)
	Geophysical survey	Includes coverage of the northern part of the present wider development site. Magnetic susceptibility survey identifying areas for further detailed magnetometer survey (Stratascan 2008)
	Heritage constraints	Prepared to support current development (Wessex Archaeology 2018b)
ERM1759	Geophysical survey	Covers areas adjacent (north and south) to the present wider development site. Indicates possible archaeological features in the area surrounding West Court (MOLA 2015)
EWK82	Evaluation	Roman occupation (?settlement), single phase end of 1st century AD to early 2nd century (Pine 1998)
ERM1881	Evaluation	Single undated ditch (MOLA 2016a)
ERM1882	Evaluation	Several ditches, three of which were post-medieval. Also, three pits, one contained much slag including furnace bottoms. Iron Age (MOLA 2016b)
ERM1960	Strip map and sample	No significant deposits identified (MOLA 2016c)
ERM2140	Evaluation	Two ditches, one of which was post-medieval (MOLA 2016d)
	Evaluation	Bronze Age gully and pits, medieval ditch, ?furnace (MOLA 2016e)
ERM1873	Evaluation	Ditches and one pit containing evidence of burning, no dating evidence (MOLA 2016f)
ERM1874	Evaluation	One undateable gully (MOLA 2016g)
ERM1876	Evaluation	Ditches, one of which contained a single post-medieval sherd of pottery (MOLA 2016h)

HER reference	Work type	Description
ERM1888	Evaluation	Mostly undated ditches representing several phases of field division. Two ditch termini could have contained late Bronze Age/early Iron Age material, possibly part of a ring ditch. Also, medieval pits (MOLA 2016i)
ERM2024	Evaluation	No significant deposits identified (MOLA2017)

Previous investigations within the larger development site

- 2.2.2 A detailed gradiometer survey was carried out across the wider development area in June 2018 (Wessex Archaeology 2018a). It was successful in detecting anomalies thought to be archaeological in origin within the overall area. Some anomalies were identified across the proposed development area (P16), including a possible former field boundary and some small discrete features (Fig. 3).
- 2.2.3 The subsequent archaeological evaluation (Wessex Archaeology 2019b) covered the entire development area. Within the P16/Allotment area, revealed features comprised ditches, pits and an alluvial soil spread (Fig. 2). Archaeological material was predominantly Romano-British but the recovered assemblage ranged from the Iron Age to the medieval/postmedieval period.

2.3 Archaeological and historical context

Designated sites

- 2.3.1 Six scheduled monuments are located within 1.5km of the development site. The London to Silchester Roman road passes through the southern part of the larger development site (approximately 700m to the south of Parcel 7) on an east west alignment (NHLE no. 1016332). Sections of the road are scheduled, with the nearest being 500 m east of the larger development site where a series of rectangular buildings have been identified as cropmarks (NHLE no. 1006968). 1.4 km east of the wider development site is an extant Bronze Age Bell barrow (NHLE no. 1013244). Approximately 550 m north of the proposed mitigation works are the Arborfield Infirmary Stables, which were built in 1911–12 and formed part of the Army Remount Service Depot (NHLE no. 1006949). To the north of the stables is a medieval moated site at Moat House in Arborfield garrison (NHLE no. 1009886), which survives as a depression with graded banks to a height of 1 m. The medieval Church Farm is located 2 km north-east of the wider development site (NHLE no. 1013181).
- 2.3.2 There are 3 Grade I, 3 Grade II*, and 55 Grade II listed buildings within 1.5 km of the development. The Grade II listed Hogwood Farm (NHLE no. 1118094), dating to the 17th century with 20th century additions, lies within the larger development site (c. 200m to the east of Parcel 7). The remaining listed buildings located within the vicinity of the development site chiefly comprise post-medieval cottages and farm buildings.
- 2.3.3 Two registered parks and gardens are located within proximity to the overall development. Farley Hall (Grade II) is located approximately 1.5 km west of Parcel 7 (NHLE no. 1000526) and Warbrook House (Grade II*) is located 2 km south of the development site (NHLE no. 1000249).

Non-designated sites

- 2.3.4 Evidence for early prehistoric activity within the vicinity of the development is limited to findspots including a hand axe 1.5 km east of the development site and a palaeolith 800 m to the south. However, two multi-period find spots covering the Palaeolithic through to

medieval periods are recorded to the south-west and on the northern boundary of the wider development site.

- 2.3.5 Bronze Age funerary activity is known within the area. Two barrows surviving as earthworks 1.4 km to the east of the site and a cemetery recorded 1.8 km to the north highlight the significance the wider landscape held during the period. Along one boundary of the development site (just to the north of a Roman road, see below) two Bronze Age burial urns were suggested to indicate the presence of a cemetery (MOLA 2014, 11). There are also several Bronze Age find spots within the wider area, including a palstave, dagger, and pottery.
- 2.3.6 Evidence for Iron Age settlement, metal-working, and cultivation is also present within the study area. It has been suggested that these sites, such as at Hogwood Shaw (immediately north of the current site), Whitehall Brick and Tile Works, Poperinghe Barracks, and Rooks Nest Farm, continued in use intermittently through the Romano-British period. Cropmarks along the scheduled Roman road also indicate the location of a possible villa in the southern portion of the site. The cropmarks have been associated with an antiquarian report of quantities of Roman pottery and tile (MOLA 2014, 13). Two evaluations to the north of the wider development site (ERM1888 and 1892) have evidence of Iron Age activity, one (EMR 1892) including iron working in the form of furnace bottoms.
- 2.3.7 There is limited evidence for Saxon activity in proximity to the development. The villages of Arborfield Cross and Finchampstead both have Saxon origins and former field boundaries identified in the surrounding area are also thought to be Saxon in date.
- 2.3.8 During the medieval and post-medieval period, the site formed part of the Parish of Finchampstead and it is likely that during these periods the site comprised agricultural land. Indeed, an evaluation to the north of the wider development site (ERM1888) identified ditches of medieval date and features pertaining to these periods identified during the earlier evaluation of the development site are believed to represent such agricultural activity (Wessex Archaeology 2019b).
- 2.3.9 Activity is also known to have occurred within the site dating to the early 20th century, as indicated by the presence of a World War II pill box within the northern extent of the development. Arborford Garrison is also positioned to the north. Evidence of clay pits associated with a brickworks (possibly Whitehall Brick and Tile Works), known to have been operating in the area in the 1930s and 40s, are also present within the vicinity of the development (Pine 1998).

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 With reference to the relevant ClfA standard (ClfA 2023a), the general aims (or purpose) of the excavation are to examine, record and interpret the archaeological resource within the specified area or site, and to disseminate the results, in accordance with methods and research objectives defined in the approved project design.

3.2 Research objectives

- 3.2.1 Following consideration of the archaeological potential of the site and the regional research framework (Hey and Hind 2014.), the research objectives of the excavation are to:



- assess the potential for the recovery of artefacts to assist in the development of type series within the region.
- Assess the potential for the recovery of environmental evidence to gather information on the origins of fields and changes in agricultural practice;
- Investigate the extent and nature of Romano-British and medieval activity and any evidence for boundaries in order to better understand the nature and progression of development in this area;
- determine the date, extent and character of landscape organisation, and its development from the Romano-British period to the medieval period;

4 FIELDWORK METHODS

4.1 Introduction

- 4.1.1 Compliance with health and safety regulations and requirements will take priority over archaeological considerations in all works.
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Archaeology Officer and the client prior to being implemented.
- 4.1.3 The archaeological mitigation will comprise the excavation, investigation and recording of four areas totalling 1.66 ha (Fig. 1). The mitigation areas have been located across the footprint of the proposed development, with the exception of the lesser impacting proposals of car parking, allotments and community orchard, as well as across SuDS areas and sports pitch. An archaeological watching brief is also to be undertaken during the grounding of an overhead utility (location to be determined).

4.2 Setting out of the excavation area

- 4.2.1 The excavation areas will be set out using a Global Navigation Satellite System (GNSS) in the approximate position shown in Figure 1. Minor adjustments to the layout may be required to take account of any on-site constraints, such as vegetation or located services, and to allow for machine manoeuvring. The locations of excavated areas will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.

4.3 Service location and other constraints

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.

4.4 SMS methods

- 4.4.1 The excavation areas will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist, and will proceed in level spits of approximately 50–200 mm until the upper-most archaeological horizon or the geological substrate is exposed. Where necessary, the surfaces of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the project aims and objectives. The following minimum sampling levels are proposed:



- 50% of all discrete archaeological features (e.g., pits, postholes);
- 50% of all structural features (e.g., ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
- 50–100% of features and deposits associated with specific domestic and/or industrial activities (e.g., hearths, ovens, kilns);
- 100% of all inhumation and cremation burials, and other cremation-related deposits; and
- 10–20% of all linear features (e.g., ditches, gullies), including all terminals and feature intersections.

4.4.3 If the sampling levels outlined above are not proportionate to the significance of the archaeological remains identified, the scope of works will be re-assessed in consultation with the Archaeology Officer, with up to 100% of individual features or deposits being excavated as required.

4.4.4 Spoil from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval and, where appropriate, will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.

4.4.5 If human remains are uncovered, the specific methods outlined below (section 4.10) will be followed.

4.4.6 Consideration will be given to the use of accredited local metal detector operators, subject to written agreement regarding disclosure, surrender and ownership of finds not falling under the *Treasure Act 1996*.

4.5 Reinstatement

4.5.1 Following the completion of the excavation to the satisfaction of the client and the Archaeology Officer, the excavated areas will be left open, with no backfilling or other reinstatement undertaken.

4.6 Watching brief methods

4.6.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and will be constantly monitored by the attending archaeologist.

4.6.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.

4.6.3 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the project aims. Spoil from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval and, where appropriate, will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.



4.6.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved strategy is insufficient, the monitoring archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the Archaeology Officer, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Archaeology Officer, on behalf of the LPA.

4.6.5 If human remains are uncovered, the specific methods outlined below (section 4.10) will be followed.

4.7 Recording

4.7.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.

4.7.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid.

4.7.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record the detail and general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes, which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

4.8 Survey

4.8.1 The real time kinematic (RTK) survey of all mitigation areas and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.

4.9 Monitoring

4.9.1 The client will inform the Archaeology Officer of the start of the archaeological works and their progress. Reasonable access will be arranged for the Archaeology Officer to make site visits to inspect and monitor progress. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Archaeology Officer.

4.10 Finds

General

4.10.1 Finds will be collected and retained in accordance with the selection strategy outlined in Appendix 2. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.10.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice Licence (this includes cases where remains are to be left *in situ*).
- 4.10.3 Should human remains require removal, all excavation and post-excavation will be in accordance with Wessex Archaeology protocols, and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.10.4 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.10.5 Wessex Archaeology will immediately notify the client and the Archaeology Officer on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the Act (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.11 Environmental sampling

Introduction

- 4.11.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011; Historic England 2015b).

Site-specific sampling strategy

- 4.11.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to target archaeological and landscape features in order to address the aims and objectives of the project, with reference to local or regional research agendas if appropriate. Any change in strategy will be agreed with the Archaeology Officer.

Sampling methods

- 4.11.3 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and crop driers) should be prioritised for sampling over features, such as ditches or postholes, that are likely to contain reworked and residual material.
- 4.11.4 If waterlogged or mineralised deposits are encountered, an appropriate environmental sampling strategy will be agreed with the Archaeology Officer. Specialist guidance will be provided by a member Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.11.5 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.

- 4.11.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records, and surveyed data from the excavation will be collated and checked. Context information will be entered into a database, which will be linked with surveyed data and other forms of specialist assessment data within a GIS.
- 5.1.2 Stratigraphic groups will be defined, and preliminary phasing undertaken using stratigraphic relationships, finds spot-dates and any other relevant information. The character, range, date, nature, condition and significance of the stratigraphic evidence will be assessed and reported on. Issues surrounding stratigraphic interpretation (e.g., due to truncation, redeposition, residuality) and phasing (e.g., due to low level of finds) will be identified.

5.2 Finds evidence

- 5.2.1 All retained finds will, as a minimum, be cleaned, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the project. The report will include a table of finds by period, material type and/or feature group. Recording and reporting will conform to the Type 2 (Appraisal) level according to the ClfA (n.d. a) *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology's conservation staff or another approved conservation centre.
- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and ClfA (2014b).

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.



- 5.3.4 Recording and reporting will conform to the Type 2 (Appraisal) level according to the ClfA (n.d. a) *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.

5.4 Reporting

General

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, finds and environmental evidence, a draft post-excavation assessment report will be prepared in general accordance with relevant guidance (ALGAO 2015; ClfA 2023b). The draft report will be submitted for approval to the client and the Archaeology Officer for comment. Once approved, a final version will be submitted.

- 5.4.2 The report will include the following elements:

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the evidence might be able to meet the original aims and research objectives of the project;
- Updated Project Design, including summary of recommendations for any further analyses and updated project aims, with proposals for dissemination of the results, e.g., through publication (including a task list scheduling the personnel and resources required);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

- 5.4.3 A copy of the final post-excavation assessment report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format).

OASIS

- 5.4.4 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

- 6.1.1 The site falls within an area where there is currently no collecting museum. Every effort will be made to identify a suitable repository for the archive resulting from the fieldwork, and if

this is not possible, Wessex Archaeology will initiate discussions with the local planning authority in an attempt to resolve the issue. If no suitable repository is identified, Wessex Archaeology will continue to store the archive, but may institute a charge to the client for ongoing storage beyond a set period.

6.2 Transfer of title

- 6.2.1 The legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, will be contacted to request transfer of their ownership to the museum via a written agreement.

6.3 Preparation of archive

Physical archive

- 6.3.1 The physical archive will be prepared following nationally recommended guidelines (Brown 2011; ClfA 2014b; SMA 1995). The archive will usually be deposited within one year of completion of the project, with the agreement of the client.

Digital archive

- 6.3.2 The digital archive will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.
- 6.3.3 Full details of the collection, documentation, storage and selection of digital data are included in the project data management plan (DMP; Appendix 3).

6.4 Selection strategy

- 6.4.1 It is widely accepted that not all records and materials (artefacts and ecofacts) collected or created during an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's (n.d. b) *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 The project-specific selection strategy (Appendix 2) currently includes the on-site collection strategy for finds. The selection strategy will be modified as the project progresses, with specific review points at the assessment stage and on project completion, prior to final preparation of the archive for deposition.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file.



7 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results and engage with the local community through social media, press releases, open days and volunteer involvement, while accounting for issues such as health and safety, confidentiality and vandalism.

8 COPYRIGHT

8.1 Archive and report copyright

- 8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.

- 8.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

8.2 Third party data copyright

- 8.2.1 This document, the post-excavation assessment report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

9 WESSEX ARCHAEOLOGY PROCEDURES

9.1 External quality standards

- 9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of Conduct* (CIfA 2014c) and *Regulations for Professional Conduct* (CIfA 2019). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice and will normally be members of the CIfA.

9.2 Personnel

- 9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager.

- 9.2.2 The following key staff are proposed:



- Project Manager Gareth Chaffey
- Fieldwork Director TBC

- 9.2.3 The assessment of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in Appendix 1.
- 9.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9.3 Internal quality standards

- 9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients.
- 9.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project, including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.
- 9.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

9.4 Health and safety

- 9.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.
- 9.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.
- 9.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.



- 9.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 9.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).
- 9.5 Insurance**
- 9.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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MOLA 2016c *Arborfield Nine Mile Ride, Berkshire, RG2, strip map and sample*. Unpublished report, Museum of London Archaeology site code BR-NML16

MOLA 2016d *Parcel P, Arborfield Garrison, Berkshire, evaluation report*. Unpublished report, Museum of London Archaeology site code BR-PQR16

MOLA 2016e *Arborfield Parcel SC1, Berkshire, evaluation report*. Unpublished report, Museum of London Archaeology site code BR-PSC16

MOLA 2016f *Parcels A–E, Arborfield Garrison, Arborfield, Berkshire, RG2, report on archaeological evaluation*. Unpublished report, Museum of London Archaeology site code BR-AAE16

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APPENDICES

Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA; MSc	Archaeoentomological remains, animal bone, marine shell
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Richard Bradley	BA; MA; MCIfA	Battlefield artefacts, particularly Civil War period lead shot
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Dan Carter	BSc; PhD	Pottery with particular emphasis on post-Roman ceramics. Small and bulk finds including ceramic building material, fired clay, metalwork, clay tobacco pipe, stone, shale and glass
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Jessica Feito	BA; MSc; PhD	Archaeobotanical remains
Robert Francis	BSc, MSc, PhD	Anthracological remains, archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Hayley Hawkins	BSc; MSc	Geoarchaeology, marine geoarchaeology
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Cai Mason	BSc; MCIfA	Post-medieval finds, particularly glass
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Marek Lewcun		Clay tobacco pipe
Jack Oughton	MSci; PhD	Geoarchaeology, palynology, geology
Charlie Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA; MSc	Archaeobotanical remains
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Mark Stewart	BA; MPhil	Prehistoric flint, worked stone, ceramic building material, glass, fired clay
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood
Kevin Trott	BA	Pottery from the Iron Age to early modern period, with emphasis on later Iron Age/Romano-British and medieval to post-medieval periods. Ceramic building material, fired clay/briquetage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Jessica Waterworth	BA; MSc	Animal bone
Thomas Wicks	BA; MA	Conservation of objects
Daniel Young	BSc; MSc; PhD	Geoarchaeology, palaeoecology, deposit modelling



Appendix 2 Selection strategy



SELECTION STRATEGY

Project Information

Project name		
Hogwood Farm, P16, Finchampstead, Berkshire		
Project code(s)		
303500		
Version control		
Issue	Date	Description/summary of revisions
1	07/11/2024	Selection strategy created
Project management		
Organisation	Wessex Archaeology (WA)	
Project Manager	Fieldwork: (Gareth Chaffey) Post-excavation: (tbc)	
Archaeological Archive Manager(s)	Jessica Irwin	
Stakeholders		Date Contacted
Collecting Institution(s)	Archaeology Data Service	
Project Lead / Project Assurance	Lead: tbc Assurance: Gareth Chaffey	N/A
Landowner / Developer	CALA Homes	
Local planning authority (LPA) curatorial service / archaeological advisor	Archaeological Officer for Berkshire Archaeology	
Other (external)	N/A	
Other (internal)	WA Finds Manager (Rachael Seager Smith) WA Environmental Manager (Sander Aerts) WA Geomatics Manager (Chris Breeden) WA finds and environmental specialists (see project design/WSI)	N/A; briefed as part of standard project process
Resources		
Resources required	WA finds and environmental specialists; external finds and environmental specialists (where applicable); WA archives team	
Context		
This overarching selection strategy document is based on the ClfA (n.d.) <i>Archives Selection Toolkit</i> and relates to archaeological project work being undertaken by Wessex Archaeology as defined in the project design/WSI(s). Relevant standards, policies and guidelines consulted include: General - Archaeological Archives Forum [AAF] 2011. <i>Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation</i> (revised edition). - Society of Museum Archaeologists [SMA] 1993. <i>Selection, Retention and Dispersal of Archaeological Collections</i>. London: Society of Museum Archaeologists. Relevant research agendas		

- Hey, G. and Hind, J. 2014. *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas*. Project Report. Oxford Wessex

Finds

- Barclay, A., Knight, D., Booth, P., Evans, J., Brown, D. H., and Wood, I. 2016. *A Standard for Pottery Studies in Archaeology*. PCRG, SGRP and MPRG.
- Chartered Institute for Archaeologists [CIfA] 2014 (revised October 2020). *Standard and guidance for the collection, documentation, conservation, and research of archaeological materials*. Reading: Chartered Institute for Archaeologists.

Environmental

- English Heritage 2008. *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*. Swindon: English Heritage.
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- Historic England 2015. *Geoarchaeology: using earth sciences to understand the archaeological record*. Swindon: Historic England.
- Historic England 2018. *Waterlogged Organic Artefacts: guidelines on their recovery, analysis and conservation*. Swindon: Historic England.

Research objectives of the project

The research objectives of the project, as stated in the relevant project design/WSI, are to:

- assess the potential for the recovery of artefacts to assist in the development of type series within the region.
- Assess the potential for the recovery of environmental evidence to gather information on the origins of fields and changes in agricultural practice;
- Investigate the extent and nature of Romano-British and medieval activity and any evidence for boundaries in order to better understand the nature and progression of development in this area;
- determine the date, extent and character of landscape organisation, and its development from the Romano-British period to the medieval period;

Review Points

Consultation with all Stakeholders regarding project-specific selection decisions will be undertaken at a maximum of three project review points:

1. Data gathering: on site, if any unforeseen discovery necessitates an amendment to the proposed collection strategy, or if adjustments are made to any sampling strategy
2. End of data gathering (assessment stage)
3. Archive compilation

Section 1: Digital Data**Stakeholders**

WA Project Manager; WA Archives Manager; WA Geomatics Manager; LPA curatorial service / archaeological advisor; ADS

Selection

This document is designed to link to the project data management plan (DMP).

To promote long-term future re-use, deposition file formats will be of archival standard, open source and accessible in nature following national guidance and the requirements of the digital repository.

Any sensitive data will be handled according to Wessex Archaeology data policy to ensure it is stored and transferred securely. The identity of individuals will be protected in line with GDPR. If required, data will be anonymised and redacted. Selection and retention of sensitive data for archival purposes will occur in



consultation with the client and relevant stakeholders. Confidential data will not be selected for archiving and will be handled as per contractual obligation.

Type	Selection strategy	Review points
Site records	Most records will be completed digitally on site (with the exception of registers). All will be selected for deposition.	3
Reports	To include project designs/WSIs, interim reports, client reports and (where possible, subject to copyright restrictions) publication reports. Final versions only will be selected for deposition.	2, 3
Specialist reports	Specialist reports will generally be incorporated in other documents with only minimal editing (reformatting, etc), and will be selected only if the original differs significantly from the incorporated version.	2, 3
Photographic media (site recording)	Substandard and duplicate images will be eliminated; pre-excavation images may not be selected where duplicated by post-excavation shots; working shots will be selected to include only good quality images with potential for re-use and those integral to understanding features, their inter-relationships and location on site; site condition and reinstatement photos will not be selected.	2, 3
Photographic media (objects)	Images of individual or groups of objects, to include those of significance selected for publication and reporting. Substandard and duplicate images will be eliminated; all others will be selected.	3
Photographic media (photogrammetry)	Terrestrial photogrammetry recording will generate orthographic images that will be subject to selection. For those features or finds that are particularly significant, 3D models may be generated and deposited but the constituent photos will only be selected where models have been selected and OBJs are to be deposited, and where re-processing may have some archaeological value (e.g., very significant features, or where the model is less accurate than the surveyed georeference targets or of lower quality and the quality of the original photos is good enough to represent a reasonable chance of better future outcomes).	2, 3
Photographic media (community engagement and other activities)	General shots, promotional videos, etc. None will be selected, unless images are generated that are not duplicated in the main site record, but which have specific archaeological value.	3
Survey data	Site survey data will be used to generate CAD/GIS files for use in post-excavation activities. Shapefiles of both the original tidied survey data, and the final phased drawings will be selected.	2, 3
Databases and spreadsheets	Context, finds and environmental data in linked databases. Final versions will be selected. Any specialist data submitted separately will also be selected.	2, 3
Administrative records	Includes invoices, receipts, timesheets, financial information, email correspondence. None will be selected, with the exception of any correspondence relating directly to the archaeology.	3
De-selected digital data		



De-selected data will be stored on WA secured servers on offsite storage locations during the lifetime of the project. This data may also be used for teaching or reference collections by the museum, or by WA unless otherwise required by contractual or copyright obligations.

Amendments

Date	Amendment	Rationale	Stakeholders

Section 2: Documents

Stakeholders

WA Project Manager; WA Archives Manager; receiving Museum; LPA curatorial service / archaeological advisor

Selection

A security copy of all paper/drawn records will be prepared on completion of the project, in the form of a digital PDF/A file.

Note that information may be redacted to comply with GDPR legislation.

Type	Selection strategy	Review points
Site records	Selected records only will be completed in hard copy on site (registers, some graphics). All will be selected for deposition.	3
Reports	Hard copies of all reports (project designs/WSIs, interim reports, post-excavation assessment reports, publication reports). All will be selected for deposition, with the exception of earlier versions of reports which have been clearly superseded.	2, 3
Specialist reports and data	Specialist reports will generally be incorporated in other documents with no significant editing. Supporting data is more likely to be included in the digital archive, but if supplied in hard copy and not incorporated elsewhere, this will be selected.	2, 3
Photographic media	X-radiographic plates: all will be selected.	3
Working notes	Rough working notes, annotated plans, preliminary versions of matrices etc, will not be selected.	3
Administrative records	Invoices, receipts, timesheets, financial information, hard copy correspondence. None will be selected, with the exception of any hard copy correspondence relating directly to the archaeology.	3

De-selected documents

De-selected sensitive analogue data will be destroyed (shredded) subject to final checking by the WA Archives team with the remainder recycled. Possible exceptions include records retained for business purposes, including promotional material, teaching and internal WA library copies of reports.

Amendments

Date	Amendment	Rationale	Stakeholders

Section 3.1 Materials – Artefacts (bulk and registered finds)

Stakeholders



WA Archives Manager; WA Finds Manager; WA specialists; external specialists (where applicable); receiving Museum; LPA curatorial service / archaeological advisor; landowner

Selection

Human remains are not included in this selection strategy; their recovery and subsequent treatment and curation will be governed by a Ministry of Justice licence(s).

The on-site finds recovery strategy is given below; it is of necessity fairly generic. This will be reviewed and updated at the project assessment stage, once all collected finds have been processed and quantified. Amendments may be made prior to that on site in the event of unforeseen discoveries necessitating adjustments to recovery or sampling strategies (e.g., production sites, large concentrations of building debris, 'burnt mounds').

Throughout the following section, 'stratified' is taken to include topsoil deposits, while 'unstratified' indicates anything completely separated from context, e.g., spoilheap finds, or surface finds other than those directly associated with underlying features.

Type	Selection strategy	Review points
Animal bone	All will normally be collected from stratified contexts. Selection could be recommended at next review point, dependent on stratigraphic integrity, condition and size of assemblage.	2, 3
Building materials (other, e.g., mortar, plaster, <i>opus signinum</i>)	If found <i>in situ</i> , these should be recorded on site and, if appropriate, a small sample of <i>opus signinum</i> or wall plaster (not mortar) retained for further examination. Loose fragments of mortar or <i>opus signinum</i> should not be collected, but their presence on site should be noted. All loose wall plaster will be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Burnt (unworked) flint	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Ceramic building material	All CBM from stratified contexts will be collected and reviewed at the processing stage. If <i>in situ</i> structures are encountered, these should be fully recorded on site, but samples of components may be collected for a closer examination of form, fabric and dimensions. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Ceramic objects	Includes spindlewhorls, loomweights, slingshot, portable kiln furniture, etc. All will be collected, including any unstratified examples.	2, 3
Clay tobacco pipes	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Coins	All will be collected, including unstratified finds.	2, 3
Fired clay	Includes structural material ('daub') as well as briquetage, and undiagnostic fragments. All will be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Glass, vessel and window	All will normally be collected from stratified contexts. Unstratified post-medieval/modern material will not be collected, unless of intrinsic interest. If large-scale post-medieval/modern bottle dumps are encountered, items will be recorded <i>in situ</i> as far as possible, and a small sample collected. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Glass, objects	All will be collected, including unstratified finds	2, 3



Jet, shale, amber	All will be collected, with the possible exception of unstratified unworked shale or shale-working waste. Selection could be recommended at next review point, dependent on condition.	2, 3
Leather and textile	All will be collected, including unstratified finds. Selection could be recommended at next review point, dependent on date and condition.	2, 3
Marine shell	All will normally be collected from stratified contexts. If large-scale dumps are encountered, an appropriate sampling strategy may be employed with the aim of characterising the shell assemblage (species, condition, potential sources, management of oyster beds, etc). All shell-working waste will be collected. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Metalwork	All will be collected from stratified contexts, with the exception of obviously modern (19th-/20th-century) objects found in topsoil/overburden or unstratified. Selection likely to be recommended at next review point.	2, 3
Metalworking residues	All will be normally collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Pottery, prehistoric	All will be collected, including unstratified finds.	2, 3
Pottery, all other periods	All will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest will be collected, unless this is the only datable material recovered. Selection could be recommended at next review point.	2, 3
Stone, building	<i>In situ</i> architectural fragments and other building material may be recorded on site rather than collected, and samples taken for geological identification. Other building stone will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest (e.g., architectural fragments). Selection likely to be recommended at next review point.	2, 3
Stone, portable objects	All will be collected from stratified contexts. From unstratified contexts, only identifiable objects.	2, 3
Stone, unworked	Unworked stone will only be collected if considered to be archaeologically significant, i.e., included in features intentionally, or thought to have fulfilled a specific function.	2, 3
Worked bone and antler	Includes finished objects as well as boneworking waste. All will be collected, including unstratified finds.	2, 3
Worked flint	All will be collected.	2, 3
Worked wood	This includes all structural timbers as well as any portable objects (e.g., vessels, implements, etc). Structural timbers found <i>in situ</i> should be recorded stratigraphically but may be sampled for species identification and/or dating without full recovery. All other will be collected, with the exception of unstratified and undiagnostic pieces. Selection could be recommended at next review point.	1 (if <i>in situ</i> finds encountered), 2, 3
Uncollected material		
Finds outside the categories proposed for on-site collection will not normally be recorded beyond a general comment on site recording sheets on the presence and nature of large concentrations (e.g., building materials, modern debris), but if specific sampling strategies are employed to deal with, for example, production waste,		



then a more accurate guide to the actual size of the parent assemblage (and thus the sample percentage) will be given.

Any uncollected material will be left *in situ* or (if collected and then de-selected) re-incorporated into the site.

De-selected material

Consideration will be given to the suitability for use for handling or teaching collections by the museum or Wessex Archaeology, or whether they are of particular interest to the local community. De-selected material will either be returned to the landowner or disposed of. All will be adequately recorded to the appropriate level before de-selection.

Amendments

Date	Amendment	Rationale	Stakeholders

Section 3.2 Materials – Palaeoenvironmental material

Stakeholders

WA Archives Manager; WA Environmental Manager; WA specialists; external specialists (where applicable); receiving Museum; LPA curatorial service / archaeological advisor

Selection

All suitable contexts will be considered for environmental sampling. All environmental sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015), and as stated in the relevant project design/WSI(s).

Type	Selection strategy	Review points
Unprocessed samples	In the event of any samples being eliminated from processing due to lack of archaeological significance, these will not be retained.	2, 3
Unsorted residues	Residues from samples not proposed for further analysis will be de-selected, with the possible exception of any taken for the recovery of human remains.	2, 3
Assessed flots with no extracted materials	Assessed flots with no extracted materials are considered to be devoid of any significant environmental evidence and will be de-selected.	2, 3
Assessed or analysed flots with extracted materials	All analysed samples will be selected; assessed flots with extracted materials with no further research potential (to be established on a sample by sample case) may be de-selected.	2, 3
Charred and waterlogged plant remains	All extracted plant remains will be selected	3
Mollusca	All extracted mollusca will be selected	3
All other analysed material (e.g., insects, pollen)	All material will be selected	3

Uncollected material

Any uncollected material will be left *in situ* or re-incorporated into the site.

De-selected material

De-selected material from samples will be disposed of after processing and post-excavation recording. All processed material will be adequately recorded to the appropriate level before de-selection.

Amendments

Date	Amendment	Rationale	Stakeholders
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Appendix 3 Data management plan



DATA MANAGEMENT PLAN

Section 1: Project administration/details

Project name		
Hogwood Farm, P16, Finchampstead, Berkshire		
Wessex Archaeology project number(s)		
303500		
External references		
- OASIS ID(s): tbc - Local Planning Authority and planning reference(s): tbc		
Project description		
Proposed archaeological SMS excavation of four areas within Parcel 16 (P16), previously referred to as "Allotments", within the south-eastern extent of the wider development area. The proposed development is centred on NGR 477681 164169. The proposed development comprises the construction of 148 new homes within P16 with associated carparking, infrastructure and landscaping. Allotments and a community orchard are also proposed. Also proposed under a separate planning application are two SuDS areas and a sports pitch, all of which are to be subject to archaeological mitigation in the form of SMS excavation. It is noted that only the portion of sports pitch extending into the previously identified area requiring archaeological mitigation as a result of the preceding evaluation is to be archaeologically excavated. A watching brief during the grounding of an overhead utility associated with the overall development is also proposed. Previous investigations, associated with the wider development, have indicated the presence of ditches and an alluvial layer (Wessex Archaeology 2019a).		
Client		
CALA Homes Adam House, 5 Mid New Cultins, Edinburgh, EH11 4DU		
Project manager		
- Fieldwork: Gareth Chaffey, Archaeological Fieldwork Team Lead, Wessex Archaeology - Post-excavation: tbc, Wessex Archaeology		
Principal investigator/researcher		
- Site director: tbc, Wessex Archaeology - Principal report writer: tbc, Wessex Archaeology		
Data contact person		
Jess Irwin, Senior Archives Officer, Wessex Archaeology		
Version control		
Issue	Date	Description/summary of revisions
1	07/11/2024	DMP created
Related documents, data management policies and guidance		
Project design/project-specific documentation		
- Wessex Archaeology 2024. <i>Hogwood Farm, P16, Finchampstead, Berkshire. Written Scheme of Investigation for Archaeological Mitigation</i>. Unpublished report ref. 303500.01. - Project-specific Selection Strategy. Unpublished report ref. 303500.02.		
Wessex Archaeology guidance, standards, policy and procedures		

- Fieldwork/recording manuals
- Survey guide
- Photography guide
- Context/finds/environmental database and software user guides
- Style guide for reporting
- Archive preparation manual
- Project Management System end user manual
- Project Management System project management and accounting manual
- Quality Management System (QMS) policy, manual and process procedures
- Data protection and security policy and procedures (<https://www.wessexarch.co.uk/our-privacy-policy>)
- Data policies and procedures
- Copyright and Intellectual Property Rights (IPR) policy/procedures

External/national standards and guidance

This DMP has been compiled with reference to:

- Archaeology Data Service [ADS] 2013. *Caring for Digital Data in Archaeology: a guide to good practice*. Archaeology Data Service & Digital Antiquity Guides to Good Practice. Oxford: Oxbow Books.
- Archaeology Data Service [ADS] 2023. *Selection and appraisal of data*, <https://archaeologydataservice.ac.uk/help-guidance/how-to-prepare-data/selection-guidance/> (accessed 10/12/2023).
- Brown, D. H. 2011. *Archaeological Archives: A guide to best practice in creation, compilation, transfer, and curation* (2nd edition). Reading: Institute of Field Archaeologists/Archaeological Archives Forum.
- Chartered Institute for Archaeologists [CIfA] 2014 (revised October 2020). *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*. Reading: Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists [CIfA] 2014 (revised October 2020). *Standard and guidance for the collection, documentation, conservation, and research of archaeological materials*. Reading: Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists [CIfA] 2023. *Universal Guidance for Archaeological Excavation*. Reading: CIfA.
- Chartered Institute for Archaeologists [CIfA] n.d. *Toolkit for Selecting Archaeological Archives*, <https://www.archaeologists.net/selection-toolkit> (accessed 10/12/2023).
- Chartered Institute for Archaeologists [CIfA] n.d. *Toolkit for Managing Digital Data*, <https://www.archaeologists.net/digdigital> (accessed 10/12/2023).
- Digital Curation Centre [DCC] 2023. *Data Management Plans*, <https://www.dcc.ac.uk/resources/data-management-plans> (accessed 10/12/2023)
- English Heritage 2012. *MIDAS: the UK Historic Environment Data Standard Version 1.1. Best practice guidelines*. Forum on Information Standards in Heritage (FISH).
- Forster, M. 2019. *Work Digital/Think Archive. A Guide to Managing Digital Data Generated from Archaeological Investigations*. Historic England, Chartered Institute for Archaeologists and DigVentures.
- Historic England 2015. *Digital Image Capture and File Storage*. Swindon: Historic England.
- Whyte, A. and Wilson, A. 2010. *How to Appraise & Select Research Data for Curation* (revised 15/08/16, v.1.1). Edinburgh: Digital Curation Centre. <https://www.dcc.ac.uk/guidance/how-guides/appraise-select-data> (accessed 10/12/2023).

Section 2: Data collection/creation

Data to be collected/created		
Data types that may be collected/created as part of this project are tabulated below. Detail on data types/formats/quantities intended for deposition will be added to this DMP as the project progresses; archive quantities will be specified prior to deposition.		
Type	Format	Archive quantity
Digital pro forma site records (context sheets, environmental sample records, trench sheets etc)	PDF (deposited in .pdf and converted to .pdf/a by ADS)	tbc
Spreadsheets (stratigraphic/contextual data, specialist data tables, metadata tables etc)	MS Excel (.xlsx, deposited in .xlsx and converted to .csv by ADS) and/or .csv	tbc
Spatial/survey data	ESRI shapefile (.shp, .shx and .dbf, plus associated files)	tbc
Site photographs (record, working and condition monitoring)	Raster image file (.jpeg)	tbc
Digital security copy scans of site permatrace drawings (plan and section drawings)	Raster image file (.tiff or .jpeg)	tbc
Digital security copy scans of paper site registers/records (context index, finds and samples registers, photo register, drawing register etc)	PDF (deposited in .pdf and converted to .pdf/a by ADS)	tbc
Grey literature/client reports (e.g., Project Design/Written Scheme of Investigation, Post-excavation assessment and Updated Project Design) and individual specialist reports	MS Word (.docx, compiled and converted to .pdf at each issue, final versions deposited in .pdf and converted to .pdf/a by ADS)	tbc
How data will be collected/created		
Data standards, collection/creation methods, storage and file naming Data will be collected/created in accordance with the Project Design and Wessex Archaeology's internal guidance, standards, policies and procedures, as informed by relevant best practice guidance and standards (see Section 1). Wessex Archaeology uses standardised procedures for: • data capture through site recording, survey and photography • data processing and management • post-excavation (e.g., specialist finds and environmental) data recording • digital archive preparation (including metadata creation) Data collected/created during the project will preferentially employ standardised file formats and be version controlled in accordance with Wessex Archaeology's standard procedures. Standardised project folder structures are used to organise and compartmentalise project-specific data held on Wessex Archaeology's servers. Standardised file naming conventions, which include unique identifiers, are used for site records and photographs, geospatial/survey data and project/client reports. For example: • Context record: <i>WA_ProjectNumber_ContextNumber_Context_Record.pdf</i> • Site photographs: <i>ProjectNumber_CameraNumber_Timestamp_ImageNumber.jpeg</i> • Post-excavation assessment report: <i>ProjectNumber_SiteName_PXA.docx/.pdf</i>		



To facilitate data sharing and promote long-term future re-use, deposition file formats will be of archival standard, open-source and accessible in nature (e.g., standardised, openly documented and, where possible, non-proprietary), following national guidance (see Section 1) and the requirements of the Trusted Digital Repository (see Section 6).

Quality Assurance

Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of Conduct* and *Regulations for Professional Conduct*.

Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), independently audited by the British Standard Institution (BSI), confirming the operation of a Quality Management System that complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services.

Project data is subject to quality control/checking at multiple stages, from collection/creation through to preparation of the archive for deposition, in accordance with Wessex Archaeology's Quality Management System (see Section 1).

Devices used in data collection are regularly maintained, calibrated and checked to ensure they are in full working order.

Section 3: Documentation and metadata

Documentation and metadata

Data collected/created as part of the project will preferentially employ standard formats that maximise opportunities for use and re-use (see Section 2).

Archived data will be accompanied by metadata in line with Archaeology Data Service (ADS) guidance. The metadata will be created automatically and/or manually during data collection/creation and preparation of the archive for deposition.

Where archives are suitable for ADS 'easy' deposition, Collection Level Metadata will be automatically applied on deposition from the associated OASIS record. A Collection Level Metadata Summary will be completed prior to deposition for projects requiring 'bespoke' ADS deposition; this will combine the overarching project details and a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables will be populated using the standard format for each data type as recommended by the ADS.

A catalogue documenting the contents of the physical and digital archive will be deposited with the Museum and Trusted Digital Repository (see Section 6).

Data documentation will meet the requirements of the Museum and Trusted Digital Repository.

Section 4: Ethics and legal compliance

Management of ethical, copyright and Intellectual Property Rights (IPR) issues

Wessex Archaeology has policies and procedures for dealing with personal information that meet the requirements of the *Data Protection Act 2018* (see Section 1). These detail what information Wessex Archaeology collects, the purpose of collecting this data, how it will be processed, stored, transferred and disposed of. Any sensitive data will be handled according to Wessex Archaeology data policy to ensure it is stored and transferred securely. The identity of individuals will be protected in line with the *General Data Protection Regulation* (GDPR). If required, data will be anonymised and redacted. Selection and retention of sensitive data for archival purposes will occur in consultation with the client and other relevant stakeholders. Confidential data will not be selected for archiving and will be handled as per contractual obligations.

The full copyright of the project archive will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. Formal agreement to include data from external specialists and contractors is secured on the engagement of the specialist or contractor. The project archive (including project reports) may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

Deposit licences will be agreed with the Museum and Trusted Digital Repository (see Section 6) before data is deposited.

Permissions and/or licence agreements linked with data sharing (see Section 7) will form part of the project archive.



Section 5: Storage and backup

Data access, storage and backup

Risks to data security are managed in accordance with Wessex Archaeology's data policies and procedures (see Section 1).

Wessex Archaeology office networks are secured behind managed firewalls that are upgraded, updated, and reviewed on a regular basis. Access to data is strictly controlled through security rights, authentication complexity protocols and controlled access requests.

Collaboration with external parties, where required, will be enabled via data access and sharing protocols that do not jeopardise data security. External specialists and contractors will be provided only with necessary files/data, using permissions-based access.

Data storage and backup procedures used by Wessex Archaeology to manage and secure working project archives are integral to standard project data collection/creation methods; see details in Section 2.

Wessex Archaeology also implement various levels of backup and disaster recovery. Daily, weekly, monthly and annual backups and data replication are carried out. Wessex Archaeology is Cyber Essentials certificated.

Section 6: Selection and preservation

Data to be retained, shared and/or preserved

Not all digital data will be archived. In order to create a high quality, sustainable, concise and easily intelligible archive, all data will undergo a process of selection prior to deposition, as detailed in the project-specific Selection Strategy (see Section 1).

The Selection Strategy and DMP will be updated at project review points (e.g., at each stage of reporting and before deposition). Each iteration of the Selection Strategy and DMP will be finalised in agreement with the client and other project stakeholders. Where relevant, copies of the Selection Strategy and DMP will be included in project reports as appendices. The final versions of the Selection Strategy and DMP will be included in the deposited archive.

Selection will be informed by the Project Design (see Section 1), defined against the project research aims, regional and national research frameworks, specialist advice and the significance of the project results. The selected contents of the archive will be commensurate with their potential for re-use, future research and public benefit, and subject to any restrictions on data sharing (see Section 7) and considerations of financial and environmental sustainability.

Data selected for archiving will be converted to deposition file formats as required (see Section 2).

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3.

The project is expected to provide information suitable for inclusion in the Historic Environment Record (HER) (e.g., for the purposes of archaeological research or development control within the planning process).

With the agreement of project stakeholders, the data archive for projects with negative archaeological results will consist of the approved report(s) and a limited selection of images, deposited with ADS via OASIS.

Long-term preservation plan for the dataset

The digital archive will be deposited with the Archaeology Data Service (ADS), which is a Trusted Digital Repository with Core Trust Seal.

The site falls within an area where there is currently no collecting museum. Upon identification of a suitable final repository for the physical archive, copies of files forming part of the digital archive will also be transferred to them on request.

Approved client/grey literature reports will be made available via OASIS and supplied directly, on request, to the Historic Environment Record (HER).

Contact with intended data repository

The ADS will be contacted prior to deposition of the digital archive where necessary (e.g., for projects requiring 'bespoke' deposition).



The final repository for the physical archive, once determined, will be contacted to ascertain their requirements for its content and delivery.

Archiving costs

Archiving costs will be reviewed at appropriate stages during the creation and implementation of the (iterative) Project Design (see Section 1), and quotes obtained from the intended data repository where relevant.

The resources required to implement the archiving strategy agreed with project stakeholders will be subject to contractual arrangements.

Section 7: Data sharing and accessibility

Data sharing plan

The project results will be disseminated through grey literature/client reports and, where appropriate, publication – the format and scope of which will be agreed with the client and other project stakeholders as detailed in the relevant iteration of the Project Design (see Section 1). The location of the project archive will be included in grey literature/client reports and publications.

Subject to stakeholder agreement, the project results may also be shared via a range of accessible media and portals.

The ADS will disseminate the deposited digital archive under its Terms of Use and Access, data sharing guidelines and deposition licence, and the dataset will receive a unique identifier Digital Object Identifier (DOI).

An OASIS form will be completed for each phase of work associated with the project. Alternatively, details relating to individual phases of work will be collated under a single OASIS entry. The location(s) of the archive will be added to OASIS on deposition. Approved versions of client/grey literature reports will be uploaded to the associated OASIS record(s).

Digital copies of approved client/grey literature reports will be made available to the Historic Environment Record (HER) through OASIS. Geospatial/survey data forming part of the digital archive will be supplied, on request, to the HER.

Copies of files forming part of the digital archive will also be transferred to the Museum on request.

Data sharing restrictions

Data sharing will be subject to any restrictions identified in consultation with the client and other project stakeholders, e.g., those linked with client confidentiality, contractual obligations, commercial sensitivities, copyright/Intellectual Property Rights (IPR), legal compliance, ethical issues, security concerns and any other restrictions or sensitivities (see Section 4).

Exclusive use of the data may be required for limited periods where client approval is required, or longer term, dependent on the nature of sensitivities or restrictions identified with project stakeholders. A data sharing agreement (or equivalent) will be adhered to via a deposition licence. Agreed restrictions on data sharing will be documented through updates to the DMP and within the project archive.

Section 8: Responsibilities

Responsibilities

Project team

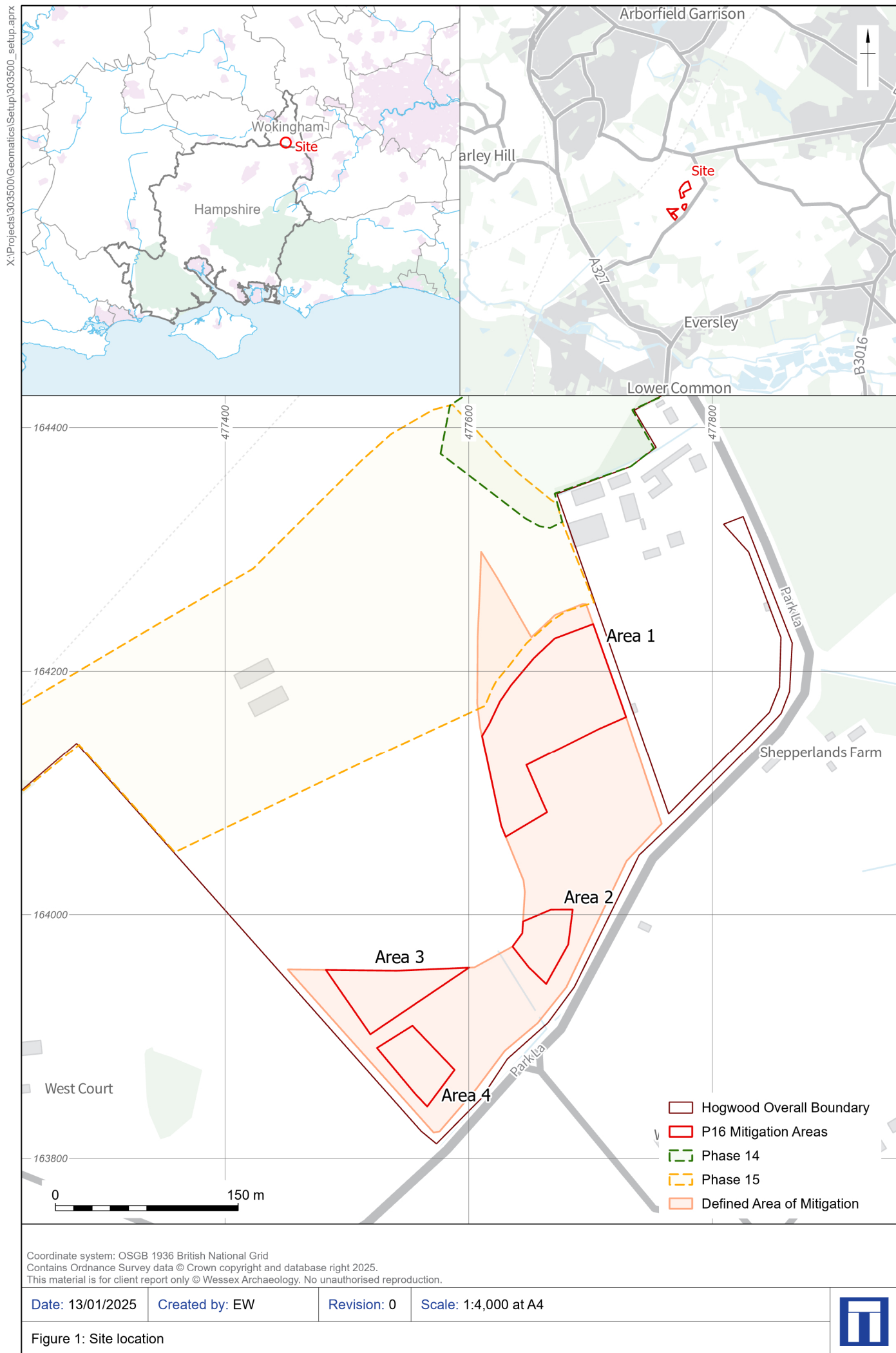
- Project manager(s): responsible for overseeing all aspects of the project from initiation to completion, including the implementation of the DMP and ensuring it is revised at relevant stages
- Project team members: responsible for data collection/creation, uploading/transfer and quality control (assured by the Project Manager)
- Core members of the project team are detailed in the Project Design (see Section 1)

Organisational-level responsibilities

- Archives team: responsible for preparation (including metadata production) and deposition of the project archive (including implementation of the approved Selection Strategy and DMP)



- Geomatics team: responsible for processing and quality control of geospatial (e.g., survey) and photogrammetric data, and maintenance of data collection equipment (e.g., cameras and survey instruments)
- IT team: responsible for development, maintenance/operation and support of the company's IT infrastructure (including data storage and backup facilities)





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