



Crowthorne Care Home Oakdale, Lower Wokingham Road, Crowthorne, Berkshire

Written Scheme of Investigation for
Archaeological Evaluation

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Crowthorne Care Home Oakdale, Lower Wokingham Road Crowthorne, Berkshire

Written Scheme of Investigation for Archaeological Evaluation

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Holden and Lee ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation of a 0.94 ha parcel of land located at Oakdale, Lower Wokingham Road, Crowthorne, Berkshire. The evaluation area is centred on NGR 481799 164405 (Fig. 1).

1.1.2 The proposed development comprises the demolition of the existing dwelling and the erection of a 60 bed care home with associated access, parking and landscaping.

1.1.3 A planning application (223256) submitted to Wokingham Borough Council, was granted on appeal 26 September 2024, subject to conditions. The following condition relates to archaeology:

Condition 8

Prior to the commencement of the development, a written scheme of archaeological investigation shall be submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved written scheme.

1.1.4 The evaluation will comprise the excavation, investigation and recording of 8 trial trenches (each measuring 30 m by 2 m), equating to a 5% sample of the proposed development area, with contingency for a further 1% sample if required.

1.2 Scope of document

1.2.1 This WSI sets out the aims and objectives of the evaluation, 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 (ClfA 2014a; 2023a–b), the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a) and the Berkshire Archaeology *General Standards for Historic Environment Projects* (Appendix 2).

1.2.2 This document will be submitted to the Archaeology Officer at Berkshire Archaeology, archaeological advisor to the Local Planning Authority (LPA), for approval prior to the evaluation.

1.3 Location, topography and geology

1.3.1 The proposed evaluation area is located at Oakdale, Lower Wokingham Road, Crowthorne. The site is currently occupied by a residential property and associated structures, with a large proportion of the site covered by woodland. The site is bounded to the east by Lower Wokingham Road and residential development and on all other sides by woodland.



- 1.3.2 Existing ground levels slope east to west from a high of approximately 76.8m adjacent to Lower Wokingham Road and 73.5m on the western boundary.
- 1.3.3 The bedrock geology is mapped as Windlesham Formation (sand, silt and clay) with no superficial deposits recorded although small bands of alluvium (clay, silt, sand and gravel) are recorded in the vicinity (British Geological Survey 2025).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed from the recorded historic environment resource within a 1 km study area of the proposed development (Heritage gateway 2025), a brief map regression was also carried out using data available from the National Library of Scotland (National Library of Scotland 2025). The results are presented below, with relevant entry numbers from the Berkshire Historic Environment Record (HER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Archaeological and historical context

Prehistoric (970,000–AD 43)

- 2.2.1 A flint nodule (HER Number: 00407.00.000), used as a hammerstone was found in spoil from a ditch cut on the west side of crossroads, to north of Heath Pond, located 627 m south-west of the site.

Mesolithic (8500–4000 BC)

- 2.2.2 A tranche axehead (HER Number: 00405.00.000) was found near Coppice Gardens, Crowthorne, 1 km south-east of the site. The exact provenance is unknown.

Neolithic (4000–2200 BC)

- 2.2.3 A polished flint axe (Monument number 247893) was recovered 571 m north-east of the site.

Romano–British (AD 43–410)

- 2.2.4 The course of the Roman road (located 250 m south of site; HER Number: 01074.13.000) from London to Silchester runs east to west through the northern section of Simon's Wood. The course of the road, known as the Devil's Highway, is marked by a broad track, with a low bank, probably of relatively modern date, defining its southern edge. There are no traces of flanking ditches or surfacing, however, this section of road would have been raised after the alterations post 1817. The Heath Pool (HER Number:01074.13.100) was apparently formed by the damming of a stream by the causeway carrying the road. The 1817 map shows the pool a different shape from today and the road making a slight detour to the north. The road is now straight again and straightening the road meant raising the causeway, so altering the shape of the pond by raising the water level.

- 2.2.5 A further section of the roman road was identified by Margary (1967), 500 m south-east of site. At his location (HER Number:01074.14.100) a section of agger was clearly visible in the grounds of Lane End (Margary, 1967).

Medieval (1066–1500)

- 2.2.6 A medieval gully (12-14th century), an undated gully and another possible gully were recorded during an archaeological evaluation (HER Number: WK15728, located 922 m west

of the site). The majority of the site was devoid of archaeological features suggesting that these gullies are isolated features or are confined to the northern side of the site (TVAS, 2003).

- 2.2.7 A wide ditch and bank feature (HER Number: MRM18466), now estimated to be 4 to 5 m wide, running parallel to Nine Mile Ride. This is likely the medieval perimeter earthworks of Railes Park'. The feature was depicted on Norden's 'Map of Windsor and Berkshire' of 1607 (Norden, J. 1607), and was observed by Chris Hannington (Tree and Landscape Manager, Wokingham Borough Council) on the ground (Hannington, C. 2019).

Post-medieval (1500–1800)

- 2.2.8 A possible sand or gravel pit (NT HBSMR Number: 150212*0) was located on the south side of the Roman road 800 m south-west of the site. The extant remains of the quarry are 30 to 40 m wide and up to 3 m deep. No trace of this has been found on the maps.
- 2.2.9 Some lengths of ditch and bank (HER Number: WK15711) are located in the western half of the north enclosure of Simons Wood, 711 m west of site. These are all probably the remains of military activities.

Modern (1800–present)

- 2.2.10 Bigshotte Rayles deer park, a 19th century deer park (HER Number: 00399.00.000), located 230 m north-east of site, the boundary of which may approximate that of an earlier medieval one. Investigation showed no evidence of any medieval boundary work, modern boundary banks or recut streams following the line. Bigshotte Rayles deer park, now occupied by the East Berkshire Golf Course, and the Ravenswood Foundation.
- 2.2.11 Areas of shallow ridge and furrow located 957m south-west of the site covering the south end of, and the south-east enclosure of, Simons Wood (HER Number: 00409.00.000, NT HBSMR Number: MNA195096, NT HBSMR Number: MNA195097). These ridge and furrow features cover an area of approximately 5 hectares, running north-east to south-west. The straightness of the features, the narrowness and uniformity of width (5 m), and the absence of headlands would suggest a drainage system rather than evidence of ploughed land. This area of heath was set aside to provide fuel for the Poor by the 1817 Inclosure Award when it came to be called Poors Common. In 1857 the land was sold and by the time it was surveyed by the Ordinance Survey in 1871 it had become mixed woodland. The drainage was probably done in advance of this forestry work.
- 2.2.12 The Ordinance Survey (OS) six inch map of 1872 (Surry sheet XI) shows the site to be mixed woodland.
- 2.2.13 The first station at Crowthorne (HER Number: 05056.04.000, located 816 m south-east of site) opened on 29 January 1859 and was named Wellington College. It was sited 806 m south of the present station. A long siding was made to carry construction materials for building Wellington College. The station closed to goods on 3 August 1964.
- 2.2.14 The site remains as mixed woodland up until the 1930–1960 OS map (SU86 SW), which is the first to show the building currently present on site. This is also visible on the 1948 OS air photos. The maps show little change to the site from 1960 to the present day, with the exception of the 1964 OS map (SU8064–SU8164 AA), which names the building on site as "Oakal".

Unknown date

- 2.2.15 A north to south orientated linear earthwork (NT HBSMR Number: 154502, located 764 m south-west of the site) runs through Simon's Wood and can be traced over a length of several hundred metres. It consists of a V-shaped ditch up to 2 m in depth, flanked along its west side by a low rounded bank. At its deepest point the ditch splits into two sections with an 'island' of material left between the two sections. The exact purpose of this feature remains unknown.
- 2.2.16 An undated ditch (HER Number: MRM18596) was recorded during archaeological evaluation of a site at Pineridge, Nine Mile Ride, Finchampstead; 770 m north of the site. The ditch was 1m wide and 0.4m deep. The ditch contained no finds and was truncated by a modern feature. The profile of the ditch appeared incomplete, suggesting its upper levels had been truncated, and no associated bank was observed. The ditch was noted to match the location and orientation of the post-medieval boundary ditch for Ravenswood Park; however, if this is the case then the stratigraphy suggests that the upper horizons of archaeology have been truncated away by modern groundworks (TVAS, 2023).

3 AIMS AND OBJECTIVES

3.1 Aims

3.1.1 The general aims of the evaluation are to:

- provide information about the archaeological potential of the site; and
- inform either the scope and nature of any further archaeological work that may be required, or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource) or management strategy.

3.2 General objectives

3.2.1 In order to achieve the above aims, the general objectives are to:

- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
- establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource within the site by reporting on the results.

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 and the Berkshire Archaeology *General Standards for Historic Environment Projects* (Appendix 2). 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 evaluation will comprise the excavation, investigation and recording of 8 trial trenches (each measuring 30 m by 2 m), equating to a 5% sample of the proposed development area, with contingency for a further 1% sample if required.

4.2 Setting out of the trenches

- 4.2.1 All trenches will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in Figure 1. Minor adjustments to the layout may be required to take account of constraints such as vegetation or located services, and to allow for machine manoeuvring. The trench locations will be tied into 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.
- 4.3.2 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services.

4.4 Excavation methods

- 4.4.1 The trenches 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. Machine excavation will proceed in level spits of approximately 50–200 mm until the upper-most archaeological horizon or geological substrate is exposed. Where necessary, the base of the trench/surface 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. 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.
- 4.4.3 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with the Archaeology Officer and the client.
- 4.4.4 If human remains are uncovered, the specific methods outlined below (section 4.9) will be followed.
- 4.4.5 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with the Archaeology Officer. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.

4.5 Recording

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



4.5.2 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.

4.5.3 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 evaluation.

4.6 Survey

4.6.1 The real time kinematic (RTK) survey of all trenches 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.

4.7 Monitoring

4.7.1 The client will inform the Archaeology Officer of the start of the evaluation, a minimum of 10 days before commencement of works, and its progress. Reasonable access will be arranged for the Archaeology Officer to make site visits to inspect and monitor progress. Monitoring may be in person or remote, via emailed summaries, photographs and/or teams calls. 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.

4.8 Reinstatement

4.8.1 Trenches completed to the satisfaction of the client and the Archaeology Officer will be backfilled using excavated materials in the order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

4.9 Finds

General

4.9.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. 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

4.9.2 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*).

4.9.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Archaeology Officer regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.



- 4.9.4 Excavation and post-excavation processing of human remains 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.
- 4.9.5 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

- 4.9.6 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.

4.10 Environmental sampling

- 4.10.1 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).
- 4.10.2 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.
- 4.10.3 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 Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.4 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.
- 4.10.5 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 evaluation will be collated and checked for consistency. Key data will be transcribed into a database, which can be updated during any future analyses. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery, and any other relevant information.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by trench, site subdivision and/or period/phase

as appropriate. Detail of all contexts will be provided in trench tables in an appendix to the report.

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. 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. The report will include a table of finds by feature/context or trench.
- 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 If suitable materials are recovered they may be subject to scientific testing, such as C¹⁴ dating, where appropriate.
- 5.2.4 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 range of 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 evaluation of the stratigraphic, finds and environmental evidence, a draft report will be prepared in general accordance with relevant guidance (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;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices, including trench summary tables;
- Illustrations; and
- References.

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

Publication

5.4.4 If no further mitigation works are undertaken, a short report on the results will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Archaeology Officer.

OASIS

5.4.5 An OASIS (online access to the index of archaeological investigation) 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 in general 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.

6.4 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 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

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 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 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*.
- 7.1.2 Digital copies of the final report will be made available to the Historic Environment Record (HER) through OASIS (online access to the index of archaeological investigations).

Geospatial/survey data forming part of the digital archive will be supplied, on request, to the HER.

7.2 Third party data copyright

- 7.2.1 This document, the 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.

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

- 8.1.1 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.

8.2 Personnel

- 8.2.1 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.
- 8.2.2 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.
- 8.2.3 The following key staff are proposed:
- Project Manager Martin Banikov
 - Fieldwork Director TBC
- 8.2.4 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.

8.3 Internal quality standards

- 8.3.1 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.



8.3.2 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.

8.3.3 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.

8.4 Health and safety

8.4.1 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.

8.4.2 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.

8.4.3 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.

8.4.4 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.

8.4.5 All fieldwork staff are provided with relevant health and safety training to ensure they are able to work safely in a construction industry environment. This includes training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS). However, since May 2024 the Construction Skills Certification Scheme (CSCS) has ceased issuing cards to archaeologists.

8.5 Insurance

8.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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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
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
David Mullin	BA; M.Phil; PhD	Earlier prehistoric pottery (Neolithic–Late Bronze Age)
Marek Lewcun		Clay tobacco pipe
Virva Lompolo	HuK; FM*; MSc	Pottery trainee (*HuK equiv. = BA; FM equiv.= MA; qualifications acquired in Finland)
Jack Oughton	MSci; PhD	Geoarchaeology, palynology, geology
Kate Roberts	BA; MSc	Archaeobotanical remains
Charlie Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA; MSc	Archaeobotanical remains



Name	Qualifications	Specialism
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
Ashley Tuck	BSc; MCIfA	Post-medieval CBM, crucibles, industrial residues and metal
Jessica Waterworth	BA; MSc	Animal bone
Thomas Wicks	BA; MA	Conservation of objects

Appendix 2 Berkshire Archaeology *General Standards for Historic Environment Projects*



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General Standards for Historic Environment Projects

1. Introduction

1.1 Berkshire Archaeology (BA) is part of Reading Borough Council's Museum and Town Hall Services within the Directorate of Economic Growth and Neighbourhood Services. BA's principal purpose is to provide an advice service on the historic environment to the five unitary authorities of Reading Borough Council, Bracknell Forest Council, Wokingham Borough Council, Slough Borough Council and the Royal Borough of Windsor and Maidenhead, as well as advice to developers, landowners, the general public and other stakeholders. It should be noted that BA is not part of and does not represent the planning departments of the five unitary authorities. Advice on the historic built environment, listed buildings and conservation areas is provided by each authority's Conservation Officer. BA's mission is to ensure East Berkshire's archaeology is widely appreciated and preserved for future generations to enjoy through protecting, enhancing and advancing understanding of its archaeological resource.

1.2 BA provides historic environment advice in accordance with national policy, as set out in the *National Planning Policy Framework* (NPPF) (published March 2012, updated July 2021), in the *Planning Practice Guidance for the Historic Environment* (updated July 2019), and in accordance with the local plan and heritage policies of the five unitary authorities. The practical implementation of national historic environment policy is set out in the Historic England's *Good Practice Advice notes* (GPAs) and *Historic England Advice Notes* (HEANs), particularly GPA 2 (Managing Significance in Decision-Taking in the Historic Environment), GPA 3 (Setting and Views), and HEAN 12 (Statements of Heritage Significance).

2. Purpose

2.1 This document sets out general standards and procedures required of those undertaking historic environment and archaeological projects through the development process in the five unitary authorities. Specific project requirements may be set out in a Brief issued by BA. This *General Standards* document provides a framework for archaeological practices to prepare Written Schemes of Investigation (WSI), Project Designs (PD), Updated Project Designs (UPD) or similar. All projects are unique and project-specific strategies and approaches may be acceptable with appropriate consultation with BA.

3. Principal Standards

3.1 All historic environment projects must be undertaken to the highest possible standards and in accordance with best practice as set out in the following overarching standards documents.

- *Code of conduct* Chartered Institute for Archaeologists (December 2014)
- *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015)
- *Standards and guidance for historic environment desk-based assessment* (December 2014), *for archaeological field evaluation* (December 2014), *for archaeological excavation* (December 2014), and *for an archaeological watching brief* (December 2014) Chartered Institute for Archaeologists

3.2 Specific best practice guidance in relation to specialist areas (e.g. finds and environmental materials) is set out under the relevant sections below.

3.3 BA demonstrates its own commitment to best practice by adhering to the Chartered Institute for Archaeologists' *Standard and guidance for archaeological advice by historic environment services* (December 2014) and all other relevant standards.

4. Written Schemes of Investigations, Project Designs and Updated Project Designs

4.1 All historic environment fieldwork projects will normally be undertaken in accordance with a Written Scheme of Investigation (WSI) or Project Design (PD), which will normally be submitted to and agreed by BA in advance of the commencement of fieldwork.

4.2 The WSI or PD prepared by the archaeological practice will set out the detailed methodology to be employed during the course of the project. When such documents are prepared in response to conditions attached to planning permissions, they will normally require formal approval by the relevant planning authority, following preliminary agreement with BA. Timescales and fees vary between each authority.

4.3 The ClfA's Standards and Guidance documents and MoRPHE provide suitable guidance on the contents of WSIs and PDs.

4.4 In order to assist in the preparation of appropriate aims and objectives, archaeological practices will normally be expected to consult with the Berkshire Archaeology's Historic Environment Record during the preparation of the WSI or PD.

4.5 All WSIs and PDs must include a clear set of aims and objectives for the project. Schemes of investigation on known heritage assets will also include specific research objectives, with reference to the **Solent-Thames Research Framework for the Historic Environment. Resource Assessments and Research Agendas** (Oxford Wessex Monograph No. 6, 2014) and other research frameworks where relevant.

4.6 WSIs and PDs will include provision for appropriate assessment, analysis, reporting, publication and archiving of the project results. For major projects, this information may be set out in an Updated Project Design (UPD) following an assessment of the project results. The UPD will also include revised and updated research objectives. Archaeological practices are advised to consult with BA regarding the requirements for post-excavation assessments and analysis in order to ensure the most appropriate and efficient procedures are followed (e.g. some projects may not merit a detailed assessment stage).

5. Methods

5.1 The following section provides guidance to practices on sampling strategies for the principal fieldwork project types but BA recognises that all projects are unique and that practices may propose alternative strategies and approaches that are appropriate to the specific circumstances, aims and objectives of any particular project.

Heritage Statements, Desk-based Assessments, Impact Assessments and Similar

5.2 BA would not normally require a WSI or PD in advance of the preparation of heritage statements and desk-based assessments. However, practices are advised to consult with BA regarding the scope, extent and detail of such assessments prior to commencement to ensure that the appropriate aspects of the historic environment are considered and assessed. The Chartered Institute for Archaeologists' Standards and Guidance should be followed.

5.3 All assessments should include consultation with Berkshire Archaeology's Historic Environment Record and practices should ensure they allow sufficient time for such consultation and to receive the results. There will be a charge raised for providing HER data to commercial projects and the data will be supplied under licence.

5.4 Data acquired from Heritage Gateway must not be used for commercial purposes and documentation submitted making use of such data will likely be rejected.

5.5 In addition to HER data, HLC data, historic mapping, aerial imagery (including historic aerial photography and satellite imagery), and LiDAR data should be consulted where relevant.

5.6 Analysing the impact of the proposed works on potential archaeological deposits is likely to be a critical element of the assessment to enable BA to properly assess the need for, scope, and scale of archaeological works.

Evaluation

5.7 Field evaluation may include a range of techniques in more than one phase of investigation. The principal technique will normally comprise trial trenching. BA will normally expect that trial trenching will sample a minimum of 5% of the area to be impacted by proposed development, including any areas of ancillary works.

5.8 A contingency of up to 1% of the area to be impacted by proposed development should normally be provided for additional trial trenching in order to clarify the presence, extent, nature and importance of deposits recorded during the evaluation.

5.9 The WSI will set out a sampling strategy for archaeological deposits identified by evaluation. This will provide for an investigation of a representative sample of deposits and features without unnecessarily compromising the integrity of deposits that may better be investigated at a subsequent stage of mitigation fieldwork.

5.10 Evaluation trenches will not normally be backfilled without prior inspection by a representative of BA, however approval may be granted remotely subject to the circumstances of the project and appropriate consultation with BA.

Excavation

5.11 The purpose of excavation, as defined in the ClfA's Standard, is to examine the archaeological resource within a given area or site within a framework of defined research objectives, to seek a better understanding of that resource.

5.12 The WSI or PD will set out the research objectives which will guide the excavation strategy. In order to provide guidance, BA's normal sampling strategy for rural excavations is provided below. BA acknowledges that all projects are unique and this guidance may be varied to suit specific project objectives, subject to appropriate consultation with BA both prior to and during the course of a fieldwork project.

- *Ditches* – up to 10% by length of linear ditches will normally be sampled, focussed on establishing stratigraphic relationships, investigating terminals and recovering dating and environmental evidence. A higher sample, up to 20% by length, will normally be sought where ditches define or lie adjacent to settlement, industrial, burial or other specialist activity.
- *Pits* – all pits will normally be 50% sampled. The sample size will be increased, including the 100% excavation of a proportion of pits, where there is spatial, finds, environmental or other evidence to indicate that this will further the project objectives.
- *Structures/buildings* – all features and deposits that form components of a structure or building will normally be investigated. The sample of individual features or deposits comprising that structure to be excavated will depend on the nature and significance of the structure but typically would consist of 50% of all post-holes forming a hut circle or 50% by length of a drip gully.
- *Post and stake holes* – where these features do not form a recognisable structure, they will be sampled, normally 50% of every other post-hole. A representative sample of stake holes will be investigated.
- *Burials and related deposits* – all inhumation and cremation burials will be excavated in accordance with the Ministry of Justice (MoJ) licence. This will normally require total excavation and recovery. All associated deposits, e.g. pyre sites, mausolea and mortuary enclosures, will also be fully investigated and excavated.

- *Specialist activity areas/deposits* – all such deposits, such as corn driers, hearths and kilns, will be fully investigated and excavated.
- *Quarries, working hollows and similar large amorphous features* – normally up to 10% by area of large, amorphous features will be excavated or sufficient to characterise them satisfactorily.

Strip, map and sample

5.13 A strip, map and sample exercise is normally deployed on the investigation of large, open areas, where the emphasis is on achieving an accurate plan of features, such as a field system or isolated structures, followed by selective excavation to answer specific questions. It is normally deployed where the potential is for a low density of archaeological deposits but where their spatial disposition will make an important contribution to the wider understanding of the historic landscape.

5.14 This exercise therefore normally requires topsoil/subsoil removal in a manner appropriate to excavation. The sampling strategy will normally involve up to 5% by length of archaeological ditches and a representative sample of discrete features, which will normally be no more than 50% sampled. However the sampling strategy needs to be flexible and the WSI or PD should provide a contingency for additional investigation in case of the identification of exceptional deposits, such as burials.

Watching Brief

5.15 Watching briefs will adhere to the ClfA's *Standard and guidance for an archaeological watching brief* (December 2014). The WSI will detail the watching brief methods appropriate to the project aims and objectives, including specifying the construction works that will or will not be monitored. Consideration should always be given to ancillary and restoration works that may occur at a later stage, and their potential impact on surviving archaeology.

6. Recording

6.1 The WSI or PD will set out the methods and standards to be employed to create a permanent record of the investigation. A *pro forma* recording system will normally be used. Details of the standards for the drawn, photographic and survey record will be set out in the WSI.

6.2 Archaeological practices should ensure that they are aware of the receiving Museum's requirements for project archives so that they are satisfied that their record accords with the Museum's standards.

6.3 The use of high-quality digital photography is appropriate to secure a photographic record of a fieldwork project. The photographic record should illustrate both the detail and the general context of features and artefacts discovered, using appropriate photographic scales and location indicators. Working shots to illustrate more generally the progress of the archaeological investigation should also be included, as should photographs of clean trench side stratigraphy, artefacts or other events not easily captured in the drawn record. In the context of an archaeological evaluation or watching brief, negative trenches should be photographed to the same standards. There is no requirement for the use of black and white and colour transparency photography in addition to digital, unless expressly requested.

7. Finds and Environmental Materials

7.1 The WSI or PD will set out the methods and procedures for recovering, sampling, recording, processing, assessing, analysing and retaining finds and environmental materials on-site and in the post-fieldwork stages of the project. Where appropriate WSIs should also provide for scientific dating techniques. The methods and procedures should be in accordance with best practice as set out in:

- *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA, December 2014).
- *Selection, Retention and Dispersal of Archaeological Collections Guidelines* (Society of Museum Archaeologists 1993)

- *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (Historic England, second edition 2011).

7.2 In particular it should be noted that in accordance with HE guidance, bulk environmental soil samples should normally be a minimum of 40 litres in volume.

8. Human remains

8.1 Archaeological practices will inform BA as soon as practicably possible of the discovery of human remains on site. Where those remains are to be excavated and recovered, this shall be undertaken in accordance with an appropriate licence obtained from the Ministry of Justice.

8.2 Excavation of human remains will be in accordance with the Chartered Institute for Archaeologists' *Updated Guidelines to the standards for recording human remains* (Mitchell and Brickley, 2017).

9. Reporting

9.1 The style and format of reports are to be determined by the archaeological practice. However all reports must contain the following information:

- Site name and grid reference
- Project type (evaluation, watching brief etc.)
- Date and duration of fieldwork
- Site code
- Area of site
- An accurate site location and trench/survey plan based on up-to-date OS mapping, including heights aOD
- Monuments identified (referenced to the FISH Thesaurus of Monument Types)
- Museum accession number
- Unique OASIS ID number (see Section 11 below)

9.2 The archaeological practice will determine the contents and structure of the report. The WSI, PD or UPD will set out the proposed report contents or publication synopsis. Guidance on best practice on report contents and structures should be followed as set out in the following documents:

- *Standards and guidance for archaeological desk-based assessment, field evaluation, for excavation, and for an archaeological watching brief* (Chartered Institute for Archaeologists, all December 2014)
- *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015)

9.3 Archaeological practices will provide a digital copy of the final approved report in .pdf format to BA, which will be lodged with the HER and will become a publicly accessible document after an appropriate period of time (normally not exceeding 6 months). BA will also be provided with at least one copy of any formally published report, paper or monograph. Units are encouraged to provide GIS files showing trench and feature locations to aid their accurate recording on the HER.

9.4 Where projects have been undertaken to meet the requirements of conditions of planning permission, a copy of the project report should be submitted to the appropriate planning authority for formal approval following submission to, and where appropriate comments from, BA.

9.5 BA encourages innovative approaches to public engagement, participation, and dissemination, which are essential components of planning-led archaeology and should be contained in every WSI, PD, or UPD. These approaches should be proportionate to the work, might bring together multiple

pieces of recent work, and should be scalable to the significance of the findings. Berkshire Archaeology would be very pleased to discuss such plans with contractors, and to hear about successful engagement and outreach projects and to help disseminate news of such.

10. Archives

10.1 The WSI or PD will set out the methods for creating a project archive that will contain all the data collected during the site investigation including records, finds and environmental materials. It must be quantified, ordered, indexed and internally consistent. The project archive will be assembled in accordance with best practice as set out in the following:

- *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA December 2014)
- *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum, second edition 2011)

10.2 Archaeological practices are advised that, unless subject to previous agreement, Reading Museum is currently only receiving archaeological archives for fieldwork projects within the post-1974 local authority boundary of Reading. Procedures for the deposition of archaeological archives with the Museum can be found at <https://www.readingmuseum.org.uk/collections/collections-enquiries> (Reading Museum Procedures for Archaeological Archives - Sixth edition September 2016).

10.3 It should be noted that from September 2016 Reading Museum will only consider requests for the deposition of archaeological archives within Reading Borough that are made up of **both an object and a data archive**. The Museum will not issue an accession number or collect an archive that is only made up of a data archive or where no finds are intended to be deposited. Archives that comprise **data only** should normally be deposited with a recognised trusted digital repository, such as the Archaeology Data Service, unless otherwise agreed with Berkshire Archaeology. The digital repository should be identified in the WSI at the outset of the project. The appropriate level of archiving should be proposed on completion of the project for the agreement of Berkshire Archaeology prior to deposition. As a minimum, the project report should be deposited with OASIS (as well as the HER) along with the digital photographic archive. The project will not normally be confirmed as completed until the archive has been deposited.

10.4 There is currently no suitable store or repository that can receive archaeological archives generated within the boroughs of Slough, Wokingham, Bracknell Forest and Windsor and Maidenhead. Archaeological practices are advised to make provision to retain these archives until a suitable solution can be found, and budget accordingly to cover all the costs for future deposition.

10.5 It is acknowledged that the current situation in these Unitary Authorities is an impediment to obtaining a completed Transfer of Title form from the landowner to an appropriate store, which best practice recommends is achieved early in the lifetime of a project. The archaeological practice may wish to consider obtaining transfer of title from the landowner to the practice as an interim measure, making clear that transfer to a suitable museum or store will take place in due course with full acknowledgement to the original landowner.

11. OASIS

11.1 Berkshire Archaeology supports the *Online Access to Index of Archaeological Investigations* (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork.

11.2 The archaeological practice must therefore complete the online OASIS form at <https://oasis.ac.uk/> and the OASIS ID reference **must** be included on any project report submitted to Berkshire Archaeology.

12. Programme and Monitoring

12.1 Archaeological practices are advised to allow sufficient time for BA to review and accept as satisfactory all project documentation, especially WSIs. Practices are also advised that BA does not represent the planning departments of the five unitary authorities and our acceptance of documents does not represent formal approval of documents, which are required by the five authorities in compliance with planning conditions, and which are subject to statutory consultation periods.

12.2 All projects, both fieldwork and post-fieldwork, will be subject to a programme/timetable of work. Monitoring is to be agreed with BA prior to the commencement of the project. A minimum of two weeks' notice to BA is normally required prior to the commencement of a fieldwork project. If circumstances oblige a shorter notice period, this must be agreed with BA to ensure compliance with the WSI or PD and to allow eventual discharge of any planning condition.

12.3 It is common for schemes of archaeological works to entail multiple phases of work. WSIs, PDs, or UPDs will need to provide for this possibility, and a planning condition will not be recommended for discharge until all further phases of work have been satisfactorily completed. Archaeological practices should ensure that they have discussed this possibility with their clients and that project timescales allow for the potential need for these works.

12.4 It is the responsibility of the archaeological contractor to ensure that archaeological works take place within any other constraints or planning conditions present on the site. Contractors are advised to seek advice from their client or site manager to ensure works are implemented within such constraints; BA bears no responsibility for this.

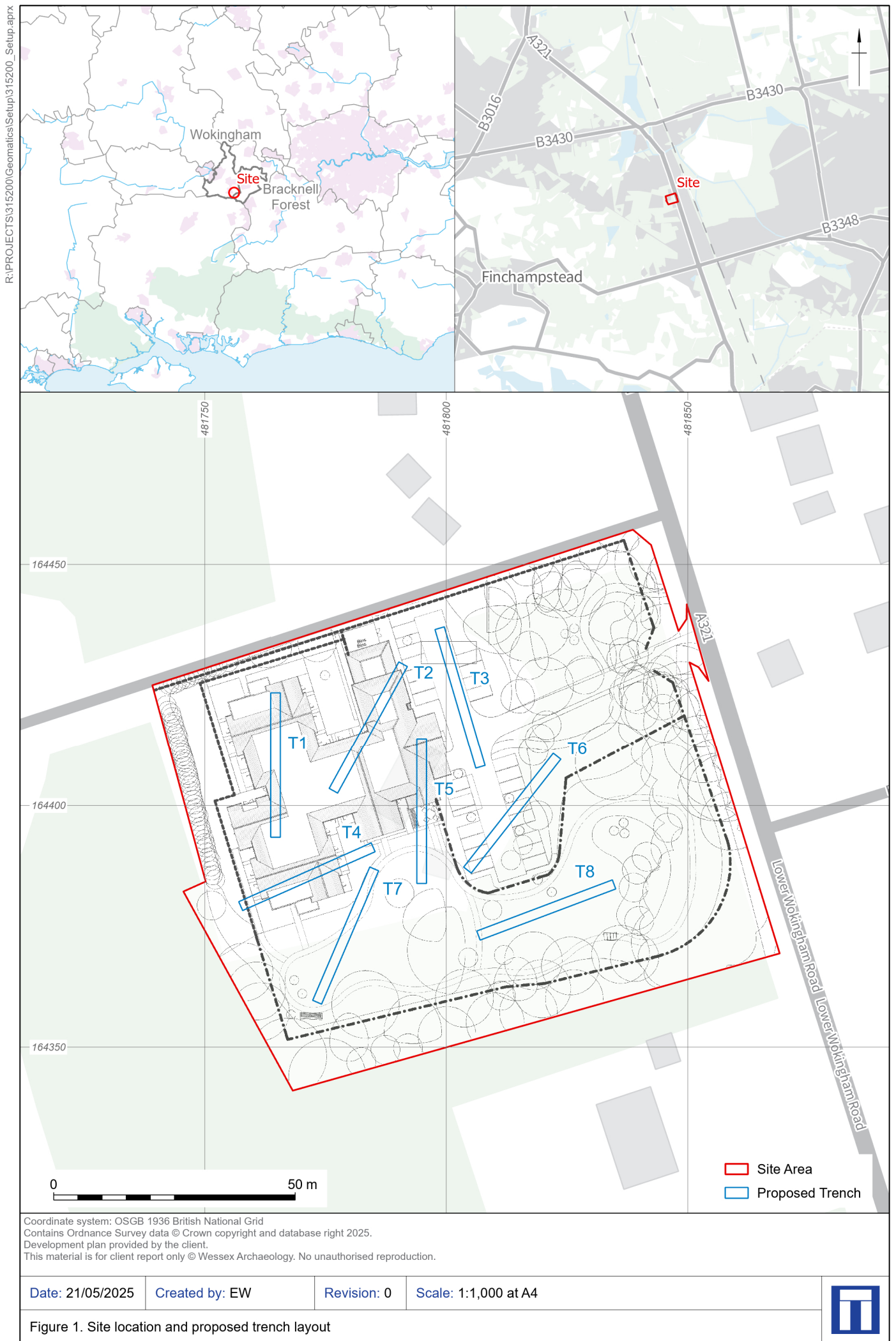
12.5 Monitoring of projects will be undertaken at appropriate project milestones, either through site visits from BA officers or through remote monitoring.

12.6 Remote monitoring may take place through telephone conversations, video calls, emails, and the provision of appropriate documentation and images. It will allow an archaeological officer to see features and finds, and to understand the developing narrative at the site. The contractor should discuss the requirements for remote monitoring with BA at the appropriate point.

12.7 BA's monitoring of projects will not normally be considered to be complete until a report, presented in accordance with the WSI or PD, has been submitted to Berkshire Archaeology following the completion of, or elimination of the need for any further, phases of work, and once the project archive has been deposited with an appropriate museum, store or repository.

13. Concluding Statement

13.1 Berkshire Archaeology is keen to collaborate with archaeological practices and consultancies to continue to improve standards within the profession and to best protect and promote the archaeology of the region. We are therefore always open to discussing elements of fieldwork, research, publication, and outreach, in order to continue to maximise the public benefit of the planning-led archaeology system.





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