



Wokingham Major Highways Programme South Wokingham Distributor Road Berkshire

Written Scheme of Investigation for
Archaeological Evaluation

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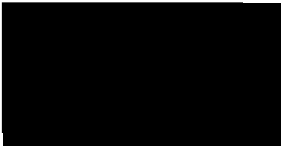
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On behalf of Wokingham Borough Council

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Wokingham Major Highways Programme South Wokingham Distributor Road Berkshire

Written Scheme of Investigation for Archaeological Mitigation

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Balfour Beatty, on behalf of Wokingham Borough Council ('the client'), to produce a written scheme of investigation (WSI) for proposed archaeological mitigation of a 6.53 ha parcel of land to the south of Wokingham, located between Waterloo Road in the east (NGR 482954 167870) and Finchampstead Road in the west (NGR 480933 167875; Fig. 1).
- 1.1.2 The development comprises the construction of the South Western Distributor Road (SWDR) with associated drainage/flood compensation works, and demolition works. The road will connect to Waterloo Road in the east via a new roundabout, and Finchampstead Road in the west via the existing roundabout at Tesco. A link road is also proposed towards the eastern extent of the scheme, connecting the road to the present junction of Easthampstead Road and Heathlands Road. The SWDR will comprise a single carriageway measuring approximately 2.7 km in length and will include a shared 3 m wide cycle lane/footpath.
- 1.1.3 It is noted that the drainage/flood compensation works are part of a separate planning application for mixed use development and Suitable Alternative Natural Greenspace (SANG; planning ref.: 191068) which has yet to be determined.
- 1.1.4 Previous archaeological investigations in the area have revealed dispersed evidence for low level agricultural activity of prehistoric, Romano-British and post-medieval date. An evaluation undertaken in 2019 also revealed features consistent with the presence of a low-density settlement within the surrounding area of the scheme.
- 1.1.5 A planning application (192928) submitted to Wokingham Borough Council, was granted in May 2021, subject to conditions. The following conditions relate to archaeology:

Condition 17 No development shall commence until a programme of archaeological work (which may comprise more than one phase of work) has been implemented in accordance with a written scheme of investigation, which has been submitted to and approved in writing by the local planning authority.

Reason: it is known that the site is likely to contain archaeological remains and further investigation is required to allow preservation and recording of any archaeological features or artefacts before disturbance by the development in accordance with National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment), Core Strategy policy CP3 and Managing Development Delivery Local Plan policy TB25. Details are required prior to commencement to ensure appropriate mitigation of any impacts on archaeology arising from construction works.

- 1.1.6 Following partial archaeological evaluation previously conducted within the bounds of the scheme (Oxford Archaeology 2018), an initial scope of archaeological mitigation works was agreed with Berkshire Archaeology, archaeological advisor to the local planning authority (LPA). This scope of works was set out in a preceding WSI (WSP 2021) and detailed areas for strip, map, and sample excavations (SMS) as well as watching brief (ibid). However, due to the partial nature of the investigation it has since been determined, in consultation with the Principal Archaeologist at Berkshire Archaeology, that further trial trenching be undertaken to determine whether all previously agreed SMS areas are both required and appropriate.
- 1.1.7 The proposed archaeological mitigation comprises the evaluation of a total of 8 out of the 14 proposed mitigation areas, consisting of the investigation and recording of a total of 38 trial trenches (35 measuring 30 m by 1.80 m and 3 measuring 20 m by 1.80 m), equating to a 3.25% sample of the proposed mitigation areas (Fig. 1).
- 1.1.8 Due to the presence of pheasant breeding grounds and associated difficulties of access, it is proposed that the evaluation be undertaken in two phases.
- Phase 1 will target Areas 2, 3, 9, 11, and 14 with a total of 24 trenches,
 - Phase 2 will target Areas 6, 10, and 13, and Trenches 13, 37 and 38 (within Areas 14 and 3 respectively) with a total of 14 trenches.
- 1.1.9 In areas where currently access for evaluation is not possible due to ground conditions and overhead cables and other obstructions (as denoted in Table 1), later evaluation and/or a programme of archaeological monitoring and recording (AMR) of groundworks in these areas is proposed (Table 1; Figs. 2 – 3).

Table 1 Inaccessible areas and reasons for lack of current investigation

Area No.	Reason for lack of evaluation during July/August 2024 works
1	Already subject to evaluation with the exception of a small area below overhead cables.
4	Located below overhead cables.
5	Partially below overhead cables and contains a large quantity of mature trees. Also positioned over a public bridal way.
7	Located below overhead cables.
8	No permission to remove dense vegetation and ground conditions are significantly wet and boggy.
12	Located below overhead cables.

- 1.1.10 This phase of archaeological works is part of a staged approach to determine the archaeological potential of the site, and follows a previous archaeological evaluation carried out in association with the scheme (Cotswold Archaeology 2018). Another evaluation was undertaken in conjunction with a separate planning application for mixed use development and SANG (planning ref.: 191068; Oxford Archaeology 2019).

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 (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 Principle Archaeologist at Berkshire Archaeology, archaeological advisor to the LPA, for approval prior to the evaluation.

1.3 Location, topography and geology

- 1.3.1 The scheme is located within a rural area to the south of Wokingham, with Waterloo Road to the east and Finchampstead Road to the west, Easthampstead Road bisects the eastern extent of the development area. The site is currently comprised of agricultural land, with an area within the centre utilised for pheasant farming. Agricultural fields extend to the north, east, and south of the site with boundaries comprising hedgerows, areas of scrub, small, wooded areas, treelines and ditches. Some individual light industrial and agricultural development is located sporadically along the southern border of the scheme with the line of the Reading to London Waterloo railway positioned along the bordering fields to the north beyond which the built-up area of Wokingham is located.
- 1.3.2 Emm Brook is located along the north-western boundary of the scheme, turning and transecting the western extent of the scheme on a north-west to south-east trajectory. Various tributaries to Emm Brook are located within the scheme bounds.
- 1.3.3 The scheme is located in a relatively flat area positioned slightly lower than land to the north of the railway line. Following the Emm Brook valley, ground levels across the site are recorded as gradually sloping from approximately 65 m Ordnance Datum (OD) in the east to 50 m OD in the west (WSP 2021).
- 1.3.4 The bedrock geology is mapped as clay, silt and sand of the London Clay Formation with outcrops of sand of the Bagshot Formation located within the central and south-western extents of the site. These sedimentary bedrocks were formed between 56 and 47.8 million years ago during the Palaeogene period. Overlying alluvial and Head clay, silt, sand and gravel deposits are concentrated along the Emm Brook valley, with concentrations of sand and gravel River Terrace Deposits mapped within the south-west and central north areas of the scheme (British Geological Survey 2024).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background has been previously assessed in a Heritage Desk-Based Assessment (HEDBA; WSP 2019), and during investigations by Cotswold Archaeology (2018) and AOC Archaeology (2017), as well as by Oxford Archaeology in association the evaluation undertaken in association with the SANG (Oxford Archaeology 2019). The most recent assessment is presented in the earlier WSI (WSP 2021) and is summarised below to save repetition. Additional resources are referenced, as appropriate.

2.2 Previous investigations related to the proposed development

Trial Trench Evaluation (2018)

- 2.2.1 A programme of archaeological trial trench evaluation was conducted by Cotswold Archaeology (Cotswold Archaeology 2018), under WSP management, within the site. A total of 128 trenches was excavated, all within the footprint of the proposed road alignment, with a buffer of 20 m either side (approximately 60% of the consented application site). One trench, in the eastern part of the site, was widened to fully expose a potential feature (a post-medieval quarry pit), and a further trench which contained two pits, also in the eastern part of the site, was widened to ascertain if there were more features in the vicinity of the trench.
- 2.2.2 The majority of the trenches were archaeologically sterile with only nine trenches found to contain archaeology. Post-medieval ditches were recorded in six trenches in the west and central parts of the site, and a former quarry in one trench in the eastern part of the site.
- 2.2.3 Just one feature of note was recorded during the evaluation: a pit containing 15 sherds of Middle Iron Age pottery, seven fragments of fired clay and three items of metal working debris, thought to be possible evidence of ironworking. This was found within a trench on the eastern side of the site, together with another undated pit.
- 2.2.4 An environmental bulk sample was taken from the Middle Iron Age pit to evaluate the preservation of palaeoenvironmental remains in the area and recover environmental evidence of domestic or industrial activity on the site. A small, charred assemblage was recovered, including hulled wheat, emmer or spelt, thought to be possible evidence of dispersed domestic waste material rather than evidence of settlement activities in the immediate vicinity.

Trial Trench Evaluation (2019)

- 2.2.5 A programme of archaeological trial trench evaluation was conducted by Oxford Archaeology (Oxford Archaeology 2019) as part of a separate development scheme for a mixed-use development and SANG, partially extending into the current site.
- 2.2.6 In total 96 trial trenches were excavated, 25 of which were wholly or partly within the central and eastern parts of the site. An absence of archaeological remains was identified across the majority, with only field boundaries of little, if any, significance revealed. One small area of enhanced potential was identified within to the west of Britton's Farm, in the vicinity of the Iron Age pit found during the 2018 trial trench evaluation (Cotswold Archaeology 2018). Here, a number of undated ditches were identified. Though likely post-medieval in date, there remains the possibility, given their location, that these ditches relate to the Iron Age evidence found previously within this area. Historic field boundaries were also located and recorded within the central area of the SWDR site.

2.3 Archaeological and historical context

Prehistoric (970,000 BC – AD 43)

- 2.3.1 Aside from investigations undertaken in 2018, no archaeological remains pertaining to this period have been identified within the site bounds. The evaluation carried out in 2018 recorded a pit containing sherds of Middle Iron Age pottery, fragments of fired clay and items of metal working debris, suggestive of possible ironworking, concentrated within the eastern extent of the site.
- 2.3.2 The well-drained sands and gravels (located in small areas on the east and south-western sides of the site), close to the wetland resources of the Emm Brook and its tributaries,

however, would have been attractive for early settlement/land exploitation. Indeed, seasonal activity may have been present within the area as, though limited in number, there have been finds from the Lower Palaeolithic to Neolithic periods located in the vicinity of the site. These consist of prehistoric flint scatters, primarily found during fieldwalking adjacent to the eastern end of the site.

- 2.3.3 It is notable that within the site's environs, several settlement and activity sites dating to the Bronze Age and Iron Age periods have been recorded, with some continuation into the Romano-British period also evidenced.

Romano-British (AD 43 – 410)

- 2.3.4 Despite the fact that evidence for the potential agricultural use of this area (possible enclosures and field systems) during the Roman period was found towards the eastern end of the site, including Roman pottery sherds during East Berkshire Archaeological Survey in 1984–86, the 2018 and 2019 archaeological evaluations found no finds or features from this period.

Medieval (AD 410 – 1500)

- 2.3.5 No finds or features have been recorded from the Anglo-Saxon period in the site or inner study area. It is likely that the site, at this time, lay within a largely wooded landscape.
- 2.3.6 Although there is evidence of some kind of medieval settlement activity in the vicinity of the Buckhurst Farm 750 m north-east of the site, there are no known features or finds dating to the later medieval period within the site, and a number of pottery sherds dating to this period found during fieldwalking in the area are likely to be the result of manuring rather than discrete areas of archaeology. As for the early medieval period, it is likely the site lay within a landscape of open fields or woodland during this period. Though aerial photographs and historic mapping of the site and surrounding area suggest the presence of former strip cultivation (ridge & furrow) no evidence of this was found during the 2018 and 2019 archaeological evaluations.

Post-medieval and modern (AD 1500 – present day)

- 2.3.7 The site has largely continued in agricultural use until the present day. A number of post-medieval ditches, most likely marking former field boundaries, were found during the 2018 and 2019 archaeological evaluations, while the 2018 evaluation also identified a former quarry, the latter also shown on historic maps of the area. Aerial photographs and historic mapping of the site and surrounding area also suggest the presence of former strip cultivation (ridge & furrow) but no evidence of this was found during the 2018 and 2019 archaeological evaluations. Further evidence relating to the agricultural history of the site (e.g. field boundaries, ditches, pits) is therefore likely to be encountered. Foundation remains of earlier 19th / 20th century buildings at the western edge of the site may also be encountered as development within this area began during this period. Continued development of the western extent of the site has since been undertaken.

3 AIMS AND OBJECTIVES

3.1 Evaluation

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.

Objectives

3.1.2 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.

3.2 Archaeological Monitoring and Recording

3.2.1 A programme of AMR may be required on ground disturbance works located within currently inaccessible areas (as denoted in Table 1). Whilst archaeological evaluation of these areas is preferred, should the present obstructions remain in place and/or removal of such obstructions result in ground disturbance works which may impact upon any underlying archaeological footprint AMR will be required to be undertaken.

Aims

3.2.2 The aims of the AMR are to:

- allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of the development or other works;
- provide an opportunity, if needed, to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the allocated resources are not sufficient to support treatment to a satisfactory and proper standard; and
- guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

Objectives

3.2.3 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 works area;
- record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);



- 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 on the site by preparing a report 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. Any significant variations to these methods will be agreed in writing with the Principle Archaeologist and the client prior to being implemented.

4.2 Archaeological Evaluation

General

- 4.2.1 The evaluation will comprise the excavation, investigation and recording of a total of 38 trial trenches (each measuring 30 m by 1.8 m), equating to a 3.25% sample of the proposed development area. The evaluation is to be split into two phases due to current access constraints due to pheasant breeding grounds. Phase 1 will comprise the excavation of 24 trenches and Phase 2 will comprised the excavation of 14 trenches as follows:
- Phase 1 will target Areas 2, 3, 9, 11, and 14 with a total of 24 trenches,
 - Phase 2 will target Areas 6, 10, and 13, and Trenches 13, 37 and 38 (within Areas 14 and 3 respectively) with a total of 14 trenches.

- 4.2.2 It is noted that additional trial trenching may be undertaken within currently inaccessible areas, dependent on the removal of existing obstructions, such as dense vegetation and overhead cables.

Setting out of the trenches

- 4.2.3 All trenches will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in Figures 2 – 3. 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.

Service location and other constraints

- 4.2.4 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.
- 4.2.5 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.

Excavation methods

- 4.2.6 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.
- 4.2.7 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.
- 4.2.8 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 Principle Archaeologist and the client.
- 4.2.9 If human remains are uncovered, the specific methods outlined below (section 4.7) will be followed.
- 4.2.10 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with the Principle Archaeologist. 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.

Reinstatement

- 4.2.11 Trenches completed to the satisfaction of the client and the Principle Archaeologist 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.

4.3 AMR

General

- 4.3.1 In the event inaccessibility continues within Areas 1, 4, 5, 7, 8 and 12 leading to the inability to archaeologically evaluate these areas, a programme of AMR during ground disturbance works will be required to fully mitigate against the impact of the development on any underlying archaeological remains.

Methods

- 4.3.2 The AMR 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.
- 4.3.3 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.
- 4.3.4 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.

4.3.5 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 Principle Archaeologist, 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 Principle Archaeologist, on behalf of the LPA.

4.3.6 If human remains are uncovered, the specific methods outlined below (section 4.7) will be followed.

4.4 Recording

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

4.4.2 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.

4.4.3 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.

4.5 Survey

4.5.1 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.

4.6 Monitoring

4.6.1 The client will inform the Principle Archaeologist of the start of the archaeological fieldwork and its progress. Reasonable access will be arranged for the Principle Archaeologist 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 Principle Archaeologist.

4.7 Finds

General

4.7.1 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

- 4.7.2 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*).
- 4.7.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Principle Archaeologist 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.
- 4.7.4 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.
- 4.7.5 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

- 4.7.6 Wessex Archaeology will immediately notify the client and the Principle Archaeologist 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.

4.8 Environmental sampling

- 4.8.1 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).
- 4.8.2 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.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an appropriate environmental sampling strategy will be agreed with the Principle Archaeologist. Specialist guidance will be provided by Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.8.4 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.
- 4.8.5 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 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 Principle Archaeologist 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 Principle Archaeologist.

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 following the standard conditions for the acceptance of excavated archaeological material 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 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 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 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.

9.2.3 The following key staff are proposed:

- Project Manager Kathryn Brook
- Fieldwork Director tbc

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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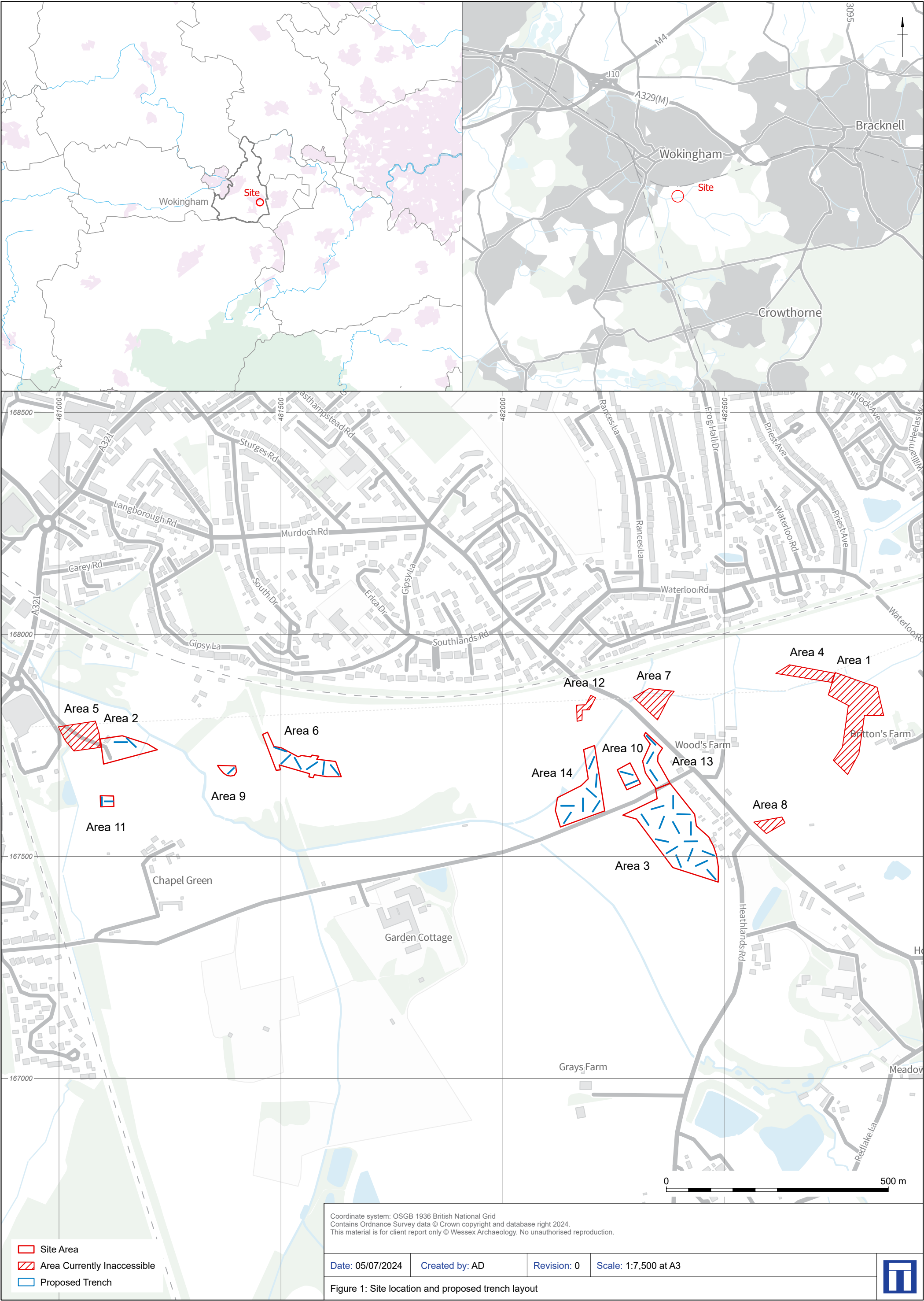
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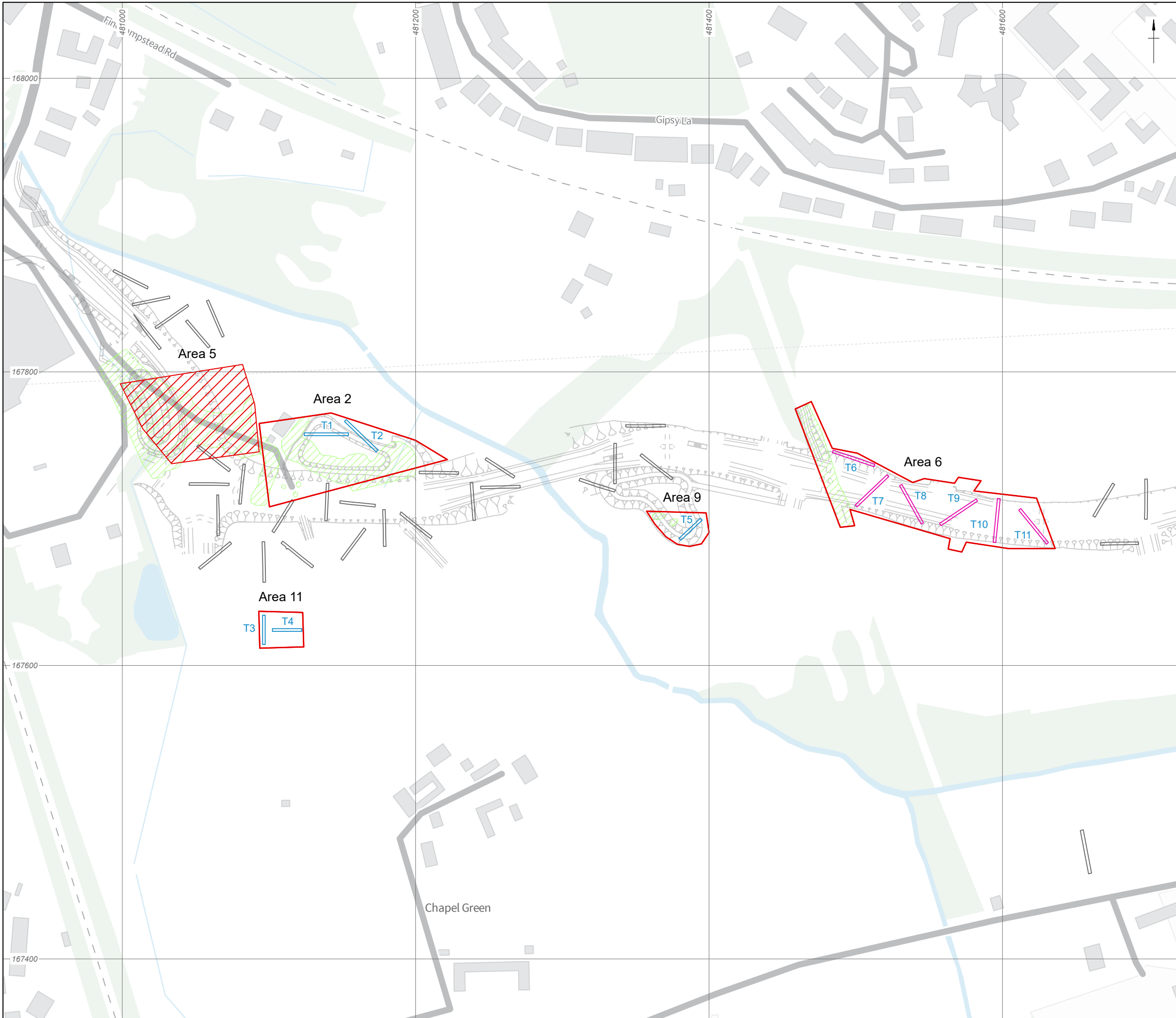
APPENDICES

Appendix 1 Finds and environmental specialists

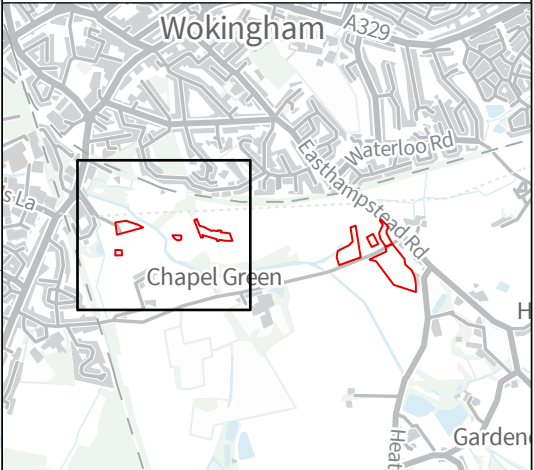
Name	Qualifications	Specialism
Sander Aerts	BA, MSc	Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Richard Bradley	BA; MA; MCIfA	Battlefield artefacts, particularly Civil War period lead shot
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
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Jessica Irwin	BSc	Post-medieval finds
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
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Emma 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
Thomas Wicks	BA; MA	Conservation of objects



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- Site Area
- Area Currently Inaccessible
- Proposed Trench
- Proposed Trench in Pheasant Pen
- Previous Trench
- Vegetation



0 50 m

Coordinate system: OSGB 1936 British National Grid
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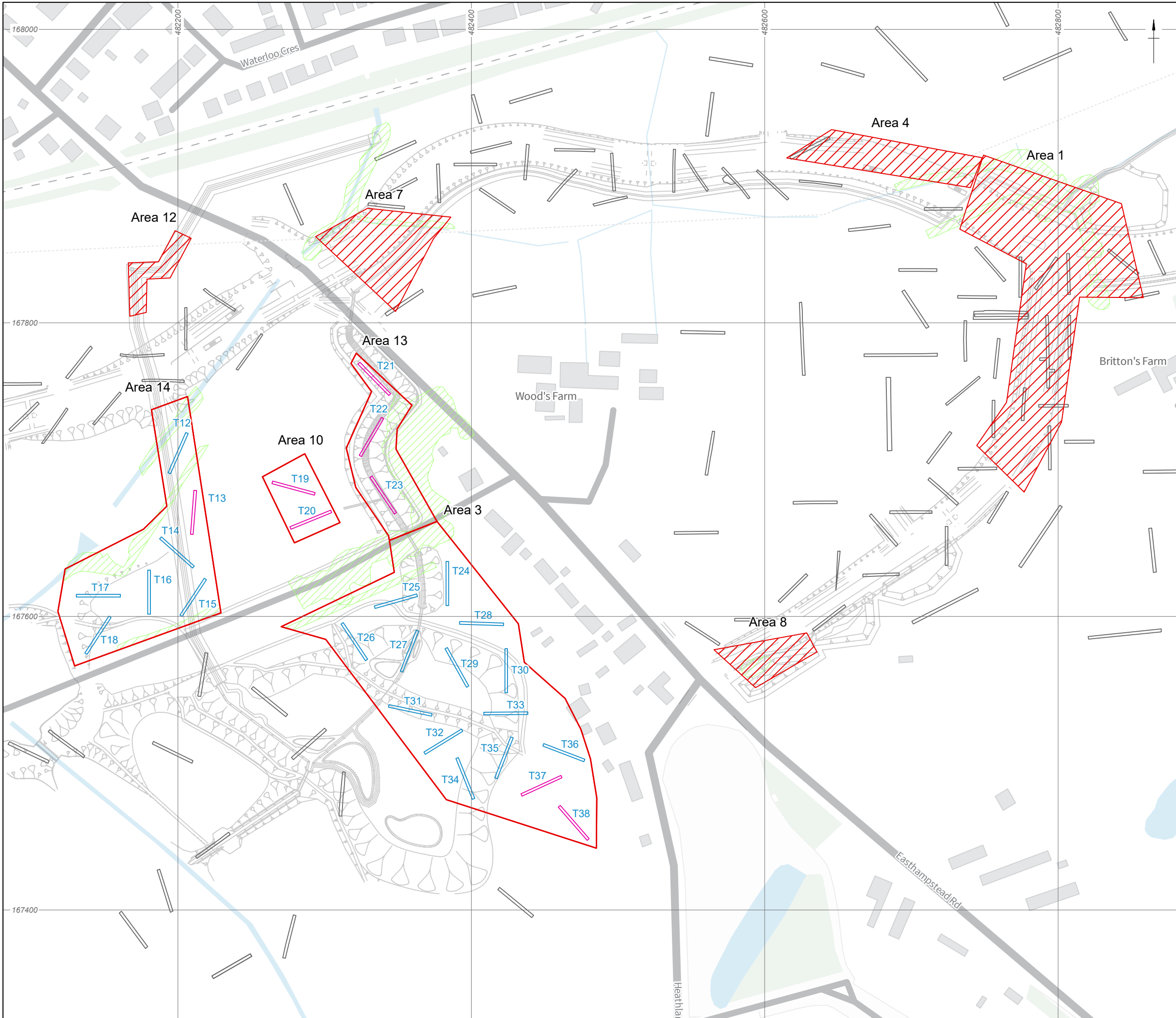
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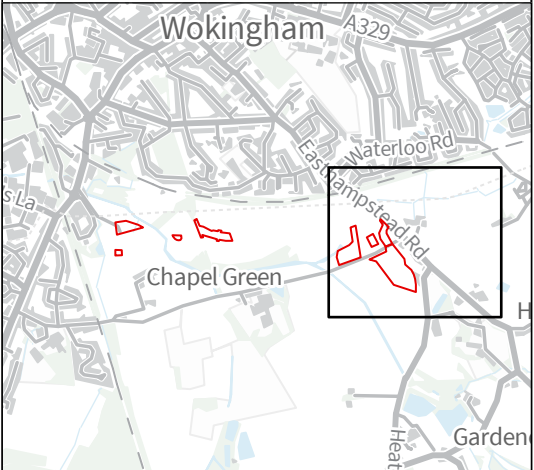


Figure 2: Proposed trench layout

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- Site Area
- Area Currently Inaccessible
- Proposed Trench
- Proposed Trench in Pheasant Pen
- Previous Trench
- Vegetation



0 50 m

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Figure 3: Proposed trench layout



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