

Land at Bridge Farm, Twyford, Berkshire – Written Scheme of Investigation for an Archaeological Excavation and Watching Brief

Croudace Homes



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1. Introduction

1.1 Project Background

- 1.1.1 This document presents a Written Scheme of Investigation (WSI), prepared by Cura Terrae for Croudace Homes (hereafter 'the Client') for a programme of archaeological excavation and watching brief on the development of up to 200 dwellings, including 40% affordable housing and associated infrastructure, open space, biodiversity enhancements, landscaping and green infrastructure, following demolition of existing agricultural buildings at Land at Bridge Farm, Twyford, Berkshire, RG10 9RU. (hereafter 'the Site'). The Site is centred on National Grid Co-ordinate 478341, 176627 (Figure 1).
- 1.1.2 The present investigations covered by this WSI consist of a programme of post-determination archaeological excavation to fulfil condition 50 applied to planning application 212720 to Wokingham Borough Council. This states:

50. Archaeological investigation

Development shall not 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: The site is identified as being of archaeological potential. Investigation is required to allow preservation and recording of any archaeological features or artefacts before disturbance by the development. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB25

- 1.1.3 The proposed excavation will focus on two areas of prehistoric archaeology identified by an evaluation excavation conducted by Foundations Archaeology in 2020. The larger area of the attenuation basin will be subject to a watching brief.
- 1.1.4 This WSI presents the proposed methodology and standards for the archaeological excavation due to be undertaken at the Site. Prior to any investigation being undertaken on the Site, this WSI will need to be agreed and approved by the Local Planning Authority (LPA) Archaeologist. The archaeological excavation comprises two mitigation areas. Area 1 will be located near the north end of the site and is centred on a concentration of features dated to the Neolithic period. It will measure 50 m by 30 m (1,500 m²), and Area 2 will be located near the south end of the

Site and will be centred on features dated to the Iron Age in the evaluation. It will measure 60 m by 12.5 m (750 m²). A 10-meter buffer zone will be implemented around each excavation area to provide space for potential contingency machine excavation in the event that significant features necessitate their expansion.

1.2 Site Description

- 1.2.1 The Site is on the western edge of the town of Twyford to the south of New Bath Road (A4). It is bounded to the north by New Bath Road, the River Loddon to the west, the Twyford to Henley railway to the east and the Cedar Park Day Nursery to the south.
- 1.2.2 The Site currently consists of four irregular arable fields arranged around the Bridge Farm buildings. The ground level is fairly level at c 35 m Above Ordnance Datum (aOD). The area of the Site is approximately 12.9 ha.
- 1.2.3 The underlying bedrock geology of the Site is recorded as Seaford Chalk Formation and Newhaven Chalk Formation - Chalk. Sedimentary bedrock formed between 89.8 and 72.1 million years ago during the Cretaceous period (British Geological Survey 2025). The superficial geology was recorded as Kempton Park Gravel Member - Sand and gravel. Sedimentary superficial deposit formed between 116 and 11.8 thousand years ago during the Quaternary period.

2. Archaeological and Historical Background

2.1 Introduction

- 2.1.1 The following summary is derived from an Historic Environment Desk Based Assessment (HEDBA) report produced by Orion Heritage in 2021. The HEDBA utilised data from the Berkshire Historic Environment Record (BHER) based on a 1 km search area and online sources.

2.2 Previous Archaeological Investigations

- 2.2.1 An Archaeological evaluation excavation was held on the Site in 2020 (Foundations Archaeology 2020). The evaluation identified dispersed pits dated to the early Neolithic period in the area of Area 1 of the mitigation, and features tentatively dated to the Iron Age in Area 2. Features found in other parts of the site were probably associated with more recent agricultural activity, including ridge and furrow.
- 2.2.2 Further archaeological investigations within the study area have produced remains datable from the prehistoric to the post-medieval periods, with a bias towards the medieval period and later.
- 2.2.3 A geophysical survey of the Site was undertaken by Magnitude Surveys in 2020. The survey identified various linear and curvilinear anomalies including a probable former trackway and infilled canalised stream.

2.3 Historic and Archaeological Baseline

Prehistoric

- 2.3.1 Finds and features datable from the Neolithic to Iron Age have been found within the 1 km search area. See the HEDBA for details (Orion Heritage 2021).

Romano-British

- 2.3.2 Very few finds datable to the Romano-British period were identified in the 1 km search area. All of those recorded in the BHER were find spots of pottery.

Early medieval and medieval

- 2.3.3 The BHER records four references to find spots datable to the early medieval period. Settlement in this period was probably centred around the historic core of Twyford.
- 2.3.4 A number of find spots and features dated to the medieval period have been found within the 1 km search area. The Site is located approximately 530 m north-west of the historic core of Twyford.

Post-medieval

- 2.3.5 A number of find spots and features datable to the post-medieval period have been found within the 1 km search area. Map evidence shows a growing development of activity during the 19th and 20th centuries. Nineteenth century Ordnance Survey maps show the Site subdivided into fields. An "old gravel pit" is shown on the northern edge of the Site on the 1914 map. New Bath Road first appeared on the 1932 map, and Bridge Farm did not appear until 1960.

2.4 Previous Disturbance

- 2.4.1 The site appeared to have been agricultural land throughout the post-medieval and modern periods. Modern disturbance is therefore likely to be restricted to agricultural activity.

3. Methodology for Archaeological Excavation

3.1 Standards

3.1.1 The project will conform to the current standards and guidance as set out in:

- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists (CIfA), 2020a);
- Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA, 2020b);
- Code of Conduct (CIfA 2022);
- Standard for Archaeological Excavation (CIfA 2023a) and Universal Guidance for Archaeological Excavation (CIfA) 2023b);
- Management of Research Projects in the Historic Environment (Historic England 2015c) and
- General Standards for Historic Environment Projects (Berkshire Archaeology 2021)

3.1.2 Sections 5.11 to 5.12 of *General Standards for Historic Environment Projects* (Berkshire Archaeology 2021) refers to the required methodology for archaeological excavation.

3.1.3 Any changes to the methodology will be agreed with the LPA Archaeologist in advance of the work being undertaken.

3.2 Aims and Objectives

3.2.1 The aim of the excavation is to gather sufficient information to:

- identify and record any archaeological deposits, structures or built fabric within the identified areas of interest;
- investigate and characterise the features identified in the geophysical survey (Magnitude Surveys 2020);
- To further investigate the features datable to the Neolithic and Iron Age identified in the evaluation excavation (Foundations Archaeology 2020)
- determine the extent, condition, character, significance and date or any encountered or exposed archaeological remains;
- recover artefacts and dating evidence from any archaeological features encountered;

- accurately record the location and stratigraphy of areas and establish the sequence of archaeological remains present on the Site;
- to retrieve environmental evidence relating to environment and economy of the Site;
- prepare a comprehensive record
- interpret the archaeological features and finds within the context of the known archaeology of the Site and the surrounding area; and

3.2.2 The objectives of the project are:

- to produce a record of the archaeological remains in Areas 1 and 2 sufficient to mitigate their loss in the development by *preservation by record* to the satisfaction of the LPA Archaeologist might recommend.

3.2.3 Whilst the specific aims and objectives outlined above will be utilised, they may be subject to change and addition as the work progresses. Any changes would be conveyed to the Client and LPA Archaeologist.

3.2.4 The excavation report will present information on the character and significance of the deposits under review and this report will form the basis of any proposals for appropriate further action. The excavation will also aim to define any research priorities that may be relevant should further field investigation be required.

3.2.5 The results will be considered in relation to the regional research agendas (Hey and Hind 2014). In particular, the following agenda items may be addressed:

Table 1. Possibly relevant Solent-Thames agenda items

Agenda paragraph	Period	Item description
8.4.1	Neolithic	Establishing the extent and character of settlement away from monument complexes
8.4.4	Neolithic	The better characterisation of settlement sites – what they are and what they should look like?
10.4.6	Iron Age	Changes in the relationship of fields to settlements across the region should also be investigated.
10.6.1	Iron Age	The extent to which single family pastoral farmsteads existed needs to be determined

Agenda paragraph	Period	Item description
10.6.2	Iron Age	More remains to be learnt about storage pits, such as the establishment of a minimum size, their reuse as latrines and the implications of this for burials in pit

3.3 Excavation Methodology

General

- 3.3.1 The excavation will be undertaken by Cura Terrae, a ClfA Registered Organisation. All work will be undertaken by experienced staff who are corporate members of the ClfA, or who demonstrably work to an equivalent standard for fieldwork.
- 3.3.2 Cura Terrae will ensure that contracts are in place, and that availability is confirmed, with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project.
- 3.3.3 A site code will be issued to the Site prior to the commencement of the fieldwork.

Excavation Locations

- 3.3.4 Orion Heritage and the LPA Archaeologist have identified two areas that require archaeological excavation (Figures 2 and 3) based on the results of the geophysical survey (Magnitude Surveys 2020) and evaluation excavation (Foundations Archaeology 2020).
- 3.3.5 Area 1 is located near the north end of the Site, to the north-west of the farm buildings. It will be rectangular in plan, aligned east to west, and measure 50 m by 30 m (1,500 m²). It has been located to investigate features of Neolithic date found in the evaluation trench 9.
- 3.3.6 Area 2 is located near the south-west corner of the site. It will be located between two service runs for which 5 m buffer zones will be established. It will measure 60 m by 12.5 m (750 m²). It has been located to investigate features of probably Iron Age date found in the evaluation trench 23.
- 3.3.7 A 10-meter buffer zone will be implemented around each excavation area to provide space for potential contingency machine excavation in the event that significant features necessitate their

expansion. However, any contingency excavation required will not impact the service buffer zone near Area 2.

- 3.3.8 Should any ecological constraints or unanticipated obstructions be encountered at any location, it may prove necessary to move that area boundaries slightly. Should further information be provided to Cura Terrae before work commences concerning the presence of live services or any other constraints such as ecological conditions, or if services are identified once on Site, this may result in changes to the proposed area plan. Changes to the area plan would need to be agreed with the Client and LPA Archaeologist prior to any work being undertaken.
- 3.3.9 Each area will be scanned with a cable avoidance tool (CAT) prior to excavation and rescanned at subsequent intervals. The outline of each area will be located on the ground/recorded using differential Global Positioning System (dGPS) technology or hand-measured to an accuracy of ± 0.1 m.

3.4 Excavation Methodology

- 3.4.1 The excavation areas will be excavated using a mechanical excavator fitted with a toothless ditching bucket. All machine work will be carried out under the direct supervision of an archaeologist.
- 3.4.2 Topsoil, subsoil and made ground will be stacked separately to avoid contamination and facilitate reinstatement. Soils will be stored a minimum of 1 m from the excavation edges.
- 3.4.3 Plant will not be allowed to track within excavated areas prior to reinstatement.
- 3.4.4 Remedial works to compacted soils resulting from over-trafficking is not anticipated as the plant will be tracked and not wheeled.
- 3.4.5 All topsoil or recent overburden will be removed in successive level spits down to the first significant archaeological horizon or undisturbed natural deposits, whichever is encountered first. The continued use of machinery beyond this point will only take place when specifically agreed with the LPA Archaeologist as necessary for the particular type of excavation.
- 3.4.6 The archaeological excavation areas will then be cleaned by hand if necessary to identify potential archaeological features or deposits present. All archaeological features and deposits identified in the excavation areas will be excavated in a controlled and stratigraphic manner to characterise the archaeology and ensure recovery of artefactual and environmental evidence. The exception to this consists of plough furrows. A sample of these will be investigated to

confirm their interpretation. All furrows will be planned. The aim of this will be to record and sample all significant archaeological features within each excavation area.

- 3.4.7 Should features of potentially national importance and possibly of schedulable quality be observed, fieldwork will cease until the remains have been inspected by the Client, the LPA Archaeologist, and the appropriate Historic England Regional Inspector of Ancient Monuments.
- 3.4.8 Archaeological features will be sampled sufficiently to characterise and date them. Full excavation may be required for vulnerable or particularly significant remains. The identification of such remains would be agreed with the LPA Archaeologist. Taking this into account, sufficient sampling of the archaeological features and deposits identified will be excavated by hand to enable their date, nature, extent and condition to be described. The following strategy will be employed as a typical sample level for excavated features:
- 20% sample by plan area (minimum 1 m length) of domestic and settlement related linear features, depending on their nature and significance;
 - 50% of discrete features (such as pits and postholes) as a minimum, though some will be 100% excavated to confirm function or for ease of excavation (in the case of small features);
 - 10% sample by plan area (minimum 1 m length) of non-settlement related linear features, such as medieval or earlier field boundaries, depending on their nature and significance;
 - 100% of ditch terminals;
 - 100% of industrial features such as kilns;
 - 100% of human remains, either inhumation or cremation (see below);
 - All intersections between features will be investigated: and
 - Other types of archaeological deposits such as flint scatters, horizontal deposits, areas of waterlogged preservation, etc. will be excavated and sampled as appropriate.
- 3.4.9 For brick structures, the record will include details of brick dimensions and type (handmade/machine-made, plain/frogged), mortar (colour, composition, hardness) and the extent of structures (number of courses, thickness in skins).
- 3.4.10 The stratigraphy of both excavation areas above the natural soil or archaeologically significant remains (whichever is higher) will be recorded. Spoil heaps will be monitored to allow analysis of the spatial distribution of artefacts. Metal detectors will be used to recover metal finds spoil. They may also be used to identify metallic objects from the base of the excavation areas.
- 3.4.11 All work will be undertaken with the view to avoid damage to any surviving archaeological remains which appear to be worthy of preservation in situ. If such remains are identified this would be discussed with the Client and LPA Archaeologist.

3.4.12 The excavation areas will not be backfilled upon completion of the fieldwork.

3.5 Recording Methodology

- 3.5.1 All archaeological deposits are to be recorded using a continuous numbered context system on pro- forma recording system in accordance with industry standards. The written record is to be hierarchically based and centred on the context record. Each context record will fully describe the location, extent, composition and relationship of the subject and will be cross-referenced to all other assigned records. Written recording will be undertaken in a digital format using the DiggIt application (<https://www.diggitararchaeology.com>).
- 3.5.2 The archaeological areas and features will be surveyed by means of a differential Global Positioning System (dGPS) or hand-measured and recorded on at least one detailed plan at 1:50 or 1:20 scale and/or one section at 1:20 or 1:10. Drawings will be made in pencil on permanent drafting film.
- 3.5.3 A full photographic record will be maintained, using a digital camera equipped with an image sensor of not less than 10 megapixels. 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. Output will be in TIFF/JPEG format. Digital records created as part of the project should comply with specific data standards (Historic England 2015a). Photo record will include working shots as well as photos of all the archaeological sections
- 3.5.4 Data management, recovery and recording levels will be appropriate to the stratified deposits under investigation. A Data Management Plan is provided in Appendix A of this WSI

3.6 Finds

- 3.6.1 Finds will be treated and cleaned in accordance with the relevant guidance given in the ClfA's Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (ClfA 2020a), excepting where they are superseded by statements made below.
- 3.6.2 All artefacts from excavated contexts will be retained and recorded by context, except those from features or deposits of obviously modern date. In such circumstances, sufficient artefacts will be retained in order to elucidate the date and/or function of the feature or deposit. Any earlier residual artefacts of potential archaeological/historical value from modern features will be retained. The selection will be in line with the recommendations provided in the example toolkits provided by ClfA (<https://www.archaeologists.net/selection-toolkit>)

- 3.6.3 Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with First Aid for Finds (Watkinson and Neal 2001).

3.7 Environmental Sampling

- 3.7.1 The development of an appropriate sampling strategy will depend upon the survival and condition of the deposits identified and will be agreed between Cura Terrae the Client and the LPA Archaeologist and if appropriate the relevant Regional Science Advisor at Historic England once fieldwork is underway. In general terms, it is anticipated that the following strategies will be followed.
- 3.7.2 Bulk environmental soil samples for plant macro-fossils, small animal and fish bones and other small artefacts will be taken from appropriate well-sealed and dated/datable archaeological deposits. The collection and processing of environmental samples will be undertaken in accordance with Historic England guidelines (Campbell et al. 2011).
- 3.7.3 If industrial activity of any scale is detected, industrial samples and process residues will also be collected. Separate samples (c. 10 l) will be collected for micro-slugs (hammer-scale and spherical droplets) following national guidelines (Historic England 2015b).
- 3.7.4 The residues and sieved fractions of the bulk environmental soil samples will be recorded and retained with the project archive. For charred material, bulk samples of 40-60 litres in volume will be taken for processing by flotation. All samples will be floated on a 250-300 mm mesh and the heavy residues washed over a 0.5-1 mm mesh. The heavy residues will be scanned with a magnet to recover micro-slugs. A statement on the environmental potential of excavated deposits will be appended to the final report. Samples identified of further analysis will be fully processed

3.8 Human Remains

- 3.8.1 In the unlikely event of the discovery of human remains, the Client, LPA Archaeologist, and the Coroner will be informed. If human remains are encountered they will be fully recorded, excavated and removed from the Site subject to compliance with the relevant Ministry of Justice Licence which will be obtained under the Burial Act 1857.
- 3.8.2 The recovery and processing of human remains will be undertaken in accordance with published guidelines (McKinley and Roberts 1993; APABE 2017; Mitchell and Brickley 2017; Historic England 2018). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.

3.9 Treasure

- 3.9.1 All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the local Finds Liaison Officer or Coroner according to the procedures relating to the Act. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.9.2 All treasure must be reported to the LPA Archaeologist

4. Watching Brief Methodology

4.1 Standards

4.1.1 The project will conform to the current standards and guidance as set out in:

- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists (CIfA), 2020a);
- Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA, 2020b);
- Code of Conduct (CIfA 2022);
- Standard for Archaeological Monitoring and Recording (CIfA 2023c);
- Universal Guidance for Archaeological Monitoring and Recording (CIfA 2023d);
- Management of Research Projects in the Historic Environment (Historic England 2015c); and
- General Standards for Historic Environment Projects (Berkshire Archaeology 2021).

4.1.2 Section 5.15 of *General Standards for Historic Environment Projects* (Berkshire Archaeology 2021) refers to the required methodology for archaeological watching briefs.

4.1.3 Any changes to the methodology will be agreed with the LPA Archaeologist in advance of the work being undertaken.

4.2 Purpose of the Watching Brief

4.2.1 The purpose of the watching brief is to monitor the groundworks required for the large attenuation basin planned just west of Orchard Cottage. The LPA Archaeologist recommended a watching brief due to these extensive groundworks over a wide area, with the potential to narrow its scope depending on the findings of the monitoring works.

4.3 Aims and Objectives

4.3.1 The aim of the watching brief is to gather sufficient information to:

- identify and record any archaeological deposits, structures or built fabric within the identified areas of interest;
- determine the extent, condition, character, significance and date of any exposed archaeological remains;
- recover artefacts and dating evidence disturbed by the site works;

- prepare a comprehensive record of and report on archaeological observation during the site work; and
- identify mitigation strategies to ensure the recording, preservation or management of archaeological remains within the Site.

4.3.2 The objectives of the work are to:

- monitor the excavation of the attenuation basin;
- preserve through record any archaeological remains impacted by the works;
- contribute to the understanding of the use and development of the area.

4.3.3 While the specific aims and objectives outlined above will be pursued, they may be subject to change and addition as the work progresses. Any changes will be conveyed to the Client and the LPA Archaeologist.

4.3.4 The watching brief report will present a digest of information on the character and significance of the deposits under review and this report will form the basis of any proposals for appropriate further action. The watching brief will also aim to define any research priorities that may be relevant should further field investigation be required. Where relevant, the aims of the archaeological work will contribute to those research aims outlined in Regional Research Frameworks.

4.4 Methodology

General

- 4.4.1 The watching brief will be carried out by Cura Terrae, a ClfA Registered Organisation. All work will be undertaken by experienced staff from who are corporate members of ClfA, or who demonstrably work to an equivalent standard for fieldwork.
- 4.4.2 Cura Terrae will ensure that contracts are in place, and that availability is confirmed, with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project.
- 4.4.3 The archaeological watching brief will observe all groundworks associated with the attenuation basin, outlined in Figure 2.
- 4.4.4 All work will be performed to avoid damage to any surviving archaeological remains that appear to be worthy of preservation in situ. If such remains are identified this would be discussed with the Client and the LPA Archaeologist.

- 4.4.5 Any archaeological features will be planned and mapped using a differential Global Positioning System (dGPS) technology or hand-measured to an accuracy of ± 0.1 m.

4.5 Excavation Methodology

- 4.5.1 Any machining undertaken under archaeological monitoring will be done, where practicable, with a flat bladed bucket (toothless) and in horizontal spits. Machining shall cease at the upper archaeological horizon, or the established formulation level, whichever is reached first.
- 4.5.2 The machined area should allow for the identification, definition, and investigation of any archaeological remains. Any surfaces/features will be cleaned by hand sufficient to enable an assessment of the characterisation, date, and condition of the remains where it is safe to do so.
- 4.5.3 In the event of the discovery of significant archaeological remains, work will cease, and the Client will be informed immediately, who will discuss the best way to proceed with the LPA Archaeologist. This will include an assessment of the significance of the remains, and for any provision required for their recording, as appropriate.
- 4.5.4 All work will be undertaken so as to conform to HSE directives and not put the health and safety of any staff or members of the public at risk.

4.6 Recording Methodology

- 4.6.1 All archaeological deposits are to be recorded using a continuous numbered context system on pro- forma recording system in accordance with industry standards. The written record is to be hierarchically based and centred on the context record. Each context record will fully describe the location, extent, composition and relationship of the subject and will be cross-referenced to all other assigned records. Written recording will be undertaken in a digital format using the DiggIt application (<https://www.diggitararchaeology.com>).
- 4.6.2 The archaeological areas and features will be surveyed by means of a differential Global Positioning System (dGPS) or hand-measured and recorded on at least one detailed plan at 1:50 or 1:20 scale and/or one section at 1:20 or 1:10. Drawings will be made in pencil on permanent drafting film.
- 4.6.3 A full photographic record will be maintained, using a digital camera equipped with an image sensor of not less than 10 megapixels. 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. Output will be in TIFF/JPEG format. Digital records

created as part of the project should comply with specific data standards (Historic England 2015a).

- 4.6.4 Data management, recovery and recording levels will be appropriate to the stratified deposits under investigation. A Data Management Plan is provided in Appendix A of this WSI.

4.7 Other

- 4.7.1 If encountered or required, the general methodology for finds, sampling, Human remains and treasure will be the same as outlined in Section 3 unless qualified above.

5. Reporting, Dissemination and Archiving

5.1 Reporting

- 5.1.1 Following the completion of the archaeological excavation and watching brief, a post-excavation assessment report providing a high level summary of the archaeological results, inclusive of a summary of the recovered finds and a tabulation of environmental samples, will be provided within six to twelve months of completing fieldwork, depending on the complexity of the remains. The report will be submitted to the Client for review and then the LPA Archaeologist for approval.
- 5.1.2 The report will be prepared in accordance with the guidance given by ClfA's (2023a - b) except where superseded by statements below.
- 5.1.3 The report will contain, at a minimum, the following:
- A non-technical summary;
 - Introduction;
 - Planning background including relevant references, OASIS reference number and an eight figure grid reference;
 - A location plan of Site (4A) at an appropriate scale of at least 1:10,000;
 - A location plan of the extent of the work. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on Central Bedfordshire & Luton HER;
 - Relevant historical and archaeological background;
 - Research aims and objectives;
 - Methodology of site-based and off-site work;
 - Results of archaeological excavation, including specialist reports where relevant;
 - Plans, sections and photographs as appropriate Plans and sections would be located at a recognisable planning scale (1:10, 1:20, 1:50 or 1:100, as appropriate);
 - Phased plans would be included where multiple phases of activity are identified in a trench.
 - A table summarising the deposits, features, classes and number of artefacts encountered and spot dating of significant finds;
 - Any specialist reports associated with further analysis of find and environmental samples from the programme of archaeological works;
 - Assessment of the results against the original expectations;

- Publication and dissemination proposals, if required by the LPA Archaeologist;
- Archive details, including date of deposition and deposition statement;
- Bibliography;
- Acknowledgements;
- Detailed context index; and
- OASIS form.

- 5.1.4 Where relevant the report will contain an appropriate discussion assessing the Site in relation to the Solent-Thames Research Framework (Hey and Hind 2014).
- 5.1.5 A draft of the post-excavation assessment report (PXA) will be sent to the Client for review prior to issuing to the LPA Archaeologist for approval. If further analysis is required, an updated project design (UPD) specification will be included with the PXA in accordance with national and regional guidance (ClfA 2020c; Historic England 2015c). The PXA will include details of the form and location of any publication that the LPA Archaeologist might require. The final version of the PXA will be issued in .pdf format.
- 5.1.6 The UPD may contain significant amendments to the time and resources required to complete the project, and will be subject to a separate funding agreement with the client.
- 5.1.7 If required, once the analysis described in the UPD has been agreed by the LPA Archaeologist, any specialist analysis work will be commissioned and carried out. This will include any scientific analyses such as radiocarbon dating. Any required research will also be carried out.
- 5.1.8 A draft digital copy of the reports will be supplied for approval to the LPA Archaeologist for verification and assessment prior to a final copy being produced.

5.2 Dissemination

- 5.2.1 In the event of significant archaeological remains being found, in consultation with the Client, Cura Terrae will actively seek opportunities to disseminate the results of the work and engage with local, regional and national communities through social media and press releases to maximise the social value of the project.
- 5.2.2 Depending upon the results of the project, a short popular account of the results of the work may be provided to a national archaeological publication.
- 5.2.3 Should the findings be of particular significance, preparation of a peer-reviewed publication in a suitable regional journal will be considered and scoped separately.

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- 5.2.6 Should the findings be of particular significance, preparation of a peer-reviewed publication in a suitable regional journal will be considered and scoped separately.

5.3 Archive

Physical Archive

- 5.3.1 No repository for archives from archaeological investigations in the Borough of Wokingham are currently available. Cura Terrae will retain the archive if appropriate for five years following completion of the project. If no such repository is identified after five years, if either an extension will be granted or the archive will be offered to the land owner for retention.
- 5.3.2 The archive will be prepared to an acceptable standard following national guidelines (ClfA 2020c; Historic England 2015c).
- 5.3.3 The integrity of the archive will be maintained throughout the project.
- 5.3.4 Before work begins on the Site, Cura Terrae will contact the landowner to endeavour to reach an agreement in principle regarding the deposition of finds. A Transfer of Title form will be signed the landowner; reference to this will be included in the report.
- 5.3.5 A digital, paper and artefactual archive will be prepared, consisting of all primary written documents, plans, sections, photographs and electronic data arising from the archaeological excavation in accordance with industry standards (ClfA 2020c).
- 5.3.6 All artefacts and associated material will be cleaned, recorded properly stored and deposited in the archive (see above). If any specialist assessment and further analysis is required of artefactual or environmental material, an appropriate specialist will undertake the work.
- 5.3.7 At the start of work (immediately before fieldwork commences) an OASIS online record (<http://ads.ahds.ac.uk/project/oasis/>) will be initiated and key fields completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to the BHER / Archaeological Data Service. This will include an uploaded .pdf version

of the assessment report and any subsequent reports (a paper copy will also be included within the archive).

Digital Archive

- 5.3.8 The digital archive will be deposited with the Archaeology Data Service (ADS) and made publicly accessible. The digital archive must be compiled in accordance with the standards and requirements of the ADS, which may be accessed through the ADS website. The DOI and shapefiles will be given to the BHER once the archive has been accepted by ADS.
- 5.3.9 The archiving of the digital data arising from the project will be undertaken in a manner consistent with professional standards and guidance (ADS/Digital Antiquity 2011). Preparation of the digital archive will follow policy, guidance and procedures issued by the ADS (2022), Historic England (2015) available at: <https://historicengland.org.uk/research/methods/archaeology/archaeological-archives/adapt-toolkit>.

5.4 Community Engagement

- 5.4.1 Detailed enquiries from members of the public regarding the results of the works, or sensitive information, will be directed to the Client. Given the nature and scale of the works, the Site is not considered to have the capacity to accommodate information boards, site tours and other community involvement.

6. Monitoring

6.1 Project Timeframe

6.1.1 The timeframe for the fieldwork is yet to be confirmed.

6.2 Project Team

6.2.1 Cura Terrae is a Chartered Institute for Archaeologists' Registered Organisation.

6.2.2 The work shall be carried out by appropriately qualified and experienced Cura Terrae staff. If required, details of staff (including grades) and their relevant experience will be provided prior to the work being carried out.

6.2.3 If required, details relating to machine hire will be provided to before work commences.

6.2.4 A Cura Terrae project manager will be responsible for monitoring the works, on behalf of the Client, to ensure compliance with the agreed WSI. They will provide regular updates on progress to the Client and LPA Archaeologist.

6.2.5 Specialist consultants might be required to conserve and/or report on finds and advise or report on other aspects of the investigation. Cura Terrae will ensure that contracts are in place, and that availability is confirmed, with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project. CVs of such individuals can be provided in due course although Table 2 provides a standard list of specialists utilised

Table 2. Specialist Consultants

Material	Consultant	Organisation
Early prehistoric pottery	Alex Gibson	Freelance
Later prehistoric pottery	Chris Cumberpatch	Freelance
	Richard Massey	Freelance

Material	Consultant	Organisation
Roman pottery	Ruth Leary	Freelance
	Ian Rowlandson	Freelance
	Charlotte Britton	Cura Terrae
Amphora and mortaria	Eniko Hudak	PCA
Samian ware	Gwladys Monteil	Freelance
Anglo-Saxon pottery	Paul Blinkhorn	Freelance
	Richard Massey	Freelance
Medieval and post-medieval pottery	Chris Cumberpatch	Freelance
	Paul Blinkhorn	Freelance
	Derek Hall	Freelance
	Charlotte Britton	Cura Terrae
Ceramic building materials	Jane McComish	YAT
	Charlotte Britton	Cura Terrae
Fired Clay (non-industrial)	Charlotte Britton	Cura Terrae
Small finds	Alex Croom	Freelance
	Richard Massey	Freelance
Glass	Hilary Cool	Freelance
Lithics	Torben Bjarke Ballin	Freelance

Material	Consultant	Organisation
	Rebecca Devaney	Freelance
Industrial material/metalworking	Rod Mackenzie	Freelance
	David Dungworth	Freelance
Coins	Richard Brickstock	Freelance
Querns	John Cruse	Freelance
Worked stone	Alex Croom	Freelance
	Alison Sheridan	National Museum of Scotland
Leather	Quita Mould	Freelance
Textiles	Margareta Gleba	University of Cambridge
Conservation and X-ray	Karen Barker	Freelance
	York Archaeological Trust	York Archaeological Trust
Archaeomagnetic dating	Cathy Batt	University of Bradford
OSL dating	David Sanderson; Alan Cresswell	Glasgow University
Radiocarbon dating	Scottish Universities Environmental Research Centre	Scottish Universities Environmental Research Centre
	Beta Analytic Carbon Dating Service	Beta Analytic Inc.

Material	Consultant	Organisation
Bayesian Analysis	Derek Hamilton Gavin Robinson	Glasgow University Cura Terrae
Absorbed residue analysis	Dr Lucy Cramp	University of Bristol
Human bone	Malin Holst	York Osteoarchaeology
Animal bone	Clare Rainsford	Freelance
Fish bone, molluscs	Angela Maccarinelli Cath Neal	University of Sheffield Freelance
Shell	Emma Tong	Cura Terrae
Insect remains	Paleoecology Research Services David Smith	Freelance University of Birmingham
Charred plant remains	Emma Tong Paleoecology Research Services Mai Walker	Cura Terrae Freelance Freelance
Charcoal and wood	Emma Tong Dana Challinor	Cura Terrae Freelance
Waterlogged wood	Steven Allen	YAT
Artefactual illustration	Mark Hoyle	Freelance

- 6.2.6 Cura Terrae recognises that for certain categories of finds regional specialists may be required and/or emergency on-site conservators. Should these individuals be required, Cura Terrae would provide details to regarding this.

6.3 Monitoring

- 6.3.1 Site inspections will be arranged so that the general site stratigraphy can be assessed in the initial stage of trial trenching and/or so that the Site can be inspected when fieldwork is near to completion but before any archaeological areas have been backfilled.
- 6.3.2 In the event of the discovery of archaeological remains which are of a greater number or extent than anticipated, work will cease and the LPA Archaeologist and the Client will be notified. An assessment will be made of the importance of the remains and any provision for their recording or preservation in situ as appropriate.
- 6.3.3 Access will be permitted to the LPA Archaeologist to monitor any fieldwork, as well as the progress of any agreed post-fieldwork analysis and reporting programmes. Where monitoring is undertaken remotely, photographs of the archaeological areas alongside plans of the excavated features will be sent to the LPA Archaeologist in advance of any sign off requests. Remote monitoring will be agreed in advance with the LPA Archaeologist.
- 6.3.4 Once recorded appropriately, and following any relevant site inspections and sign off by the LPA archaeologist trenches will be backfilled in a manner to reinstate overburden in the order that it was removed from most to least recent, i.e. natural geology and made ground to topsoil once sign off has been received from the LPA Archaeologist.

7. Health & Safety Arrangements

7.1 General

- 7.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 7.1.2 All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time for the fieldwork.
- 7.1.3 A Risk Assessment and Method Statement (RAMS) for the work will be prepared prior to the commencement of fieldwork. Cura Terrae will provide all relevant Risk Assessments, Method Statements and Health and Safety Plans to the Client and LPA Archaeologist as required.
- 7.1.4 All archaeological staff and visitors attending Site will attend an Cura Terrae site induction.
- 7.1.5 Cura Terrae hold appropriate Employer's Liability and Public Liability Insurance.
- 7.1.6 All work equipment must be suitable for the purpose and in sound condition and be inspected, maintained and examined in line with the requirements of the Provision and Use of Work Equipment Regulations and if applicable the Lifting Operation and Lifting Equipment Regulations and any other applicable legislation. Inspection and maintenance records must be provided and those using it must be trained and competent to do so
- 7.1.7 Health and safety must always take priority over archaeological matters. All archaeologists undertaking fieldwork (e.g. a site visit) must do so under a defined Health and Safety policy. Archaeologists undertaking fieldwork must observe safe working practices; the Health and Safety arrangements must be agreed and understood by all relevant parties before work commences. (CIfA).

7.2 Site Access

- 7.2.1 Site access is expected to be from a farm track off Dunton Lane.
- 7.2.2 The Client will be responsible for ensuring site access has been secured prior to the commencement of site works and that the perimeter is secure.

7.3 Anticipated Health & Safety Considerations

Deep Excavations

- 7.3.1 No archaeological area is expected to be deeper than c 1 m deep.
- 7.3.2 No deep excavations are anticipated. Should such work become necessary in order to achieve the aims of the excavation, a safe method will be agreed and implemented before work commences. Any trenches that are deemed to be unstable, regardless of depth, will be stepped to allow safe access.

Contamination

- 7.3.3 Should any ground contamination be encountered or suspected, fieldwork will be stopped and Cura Terrae will report to the Client. If appropriate, suitably qualified contractors will attend Site to remove any identified contaminants. Under no circumstances will the on-site archaeologist remove or disturb areas of potential contamination.

Overhead and Buried Services

- 7.3.4 The client commissioned a utilities search through Cornerstone Utilities Ltd in 2023 which they made available to Cura Terrae. Cura Terrae undertook a basic Linesearch search on 10th March 2025 to confirm that there had been no subsequent additions.
- 7.3.5 All work will be undertaken in accordance with the *Health and Safety Executive* (HSE) guidance on avoiding danger from underground services (HSG47 third edition) and on avoiding danger from overhead power lines (GS6 fourth edition).
- 7.3.6 No overhead services have been identified in the immediate vicinity of the excavation areas. However, 11kv and 33kv utilities enter the site from the New Bath Road following the Bridge Farm Road access to Bridge Farm. A further overhead service enters the site from the south-east corner of the Loddon Acres property and runs in an eastwardly direction to the Bridge Farm outbuildings between the two archaeological areas.
- 7.3.7 The only below ground services identified are two foul sewers near the western edge of the Site, running broadly parallel with the River Loddon. They are located on either side of Area 2. A 5 m buffer zone has been designed between these service lines and the edges of the excavation area.

Public Rights of Way (PROW)

7.3.8 The Wokingham Borough Council Public Rights of Way map shows a proposed bridleway following the east bank of the River Loddon. It is not clear if this was ever instigated.

Other

7.3.9 No other constraints are currently known at this stage.

8. Copyright

8.1 Paper and Digital Archive

- 8.1.1 The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body (the archaeological organisation undertaking the work). The originating body will deposit the material with the recipient museum or repository, if identified, on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records.

8.2 Report

- 8.2.1 Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures.

8.3 Publicity

- 8.3.1 During the programme of archaeological work, no publicity will be entered into concerning the results of the work without the express consent of the Client. On completion of the works, Cura Terrae reserve the right to include a short summary of the project's conclusions and selected images on websites and other social media and for use in promotional and marketing material, unless expressly requested not to do so by the Client.

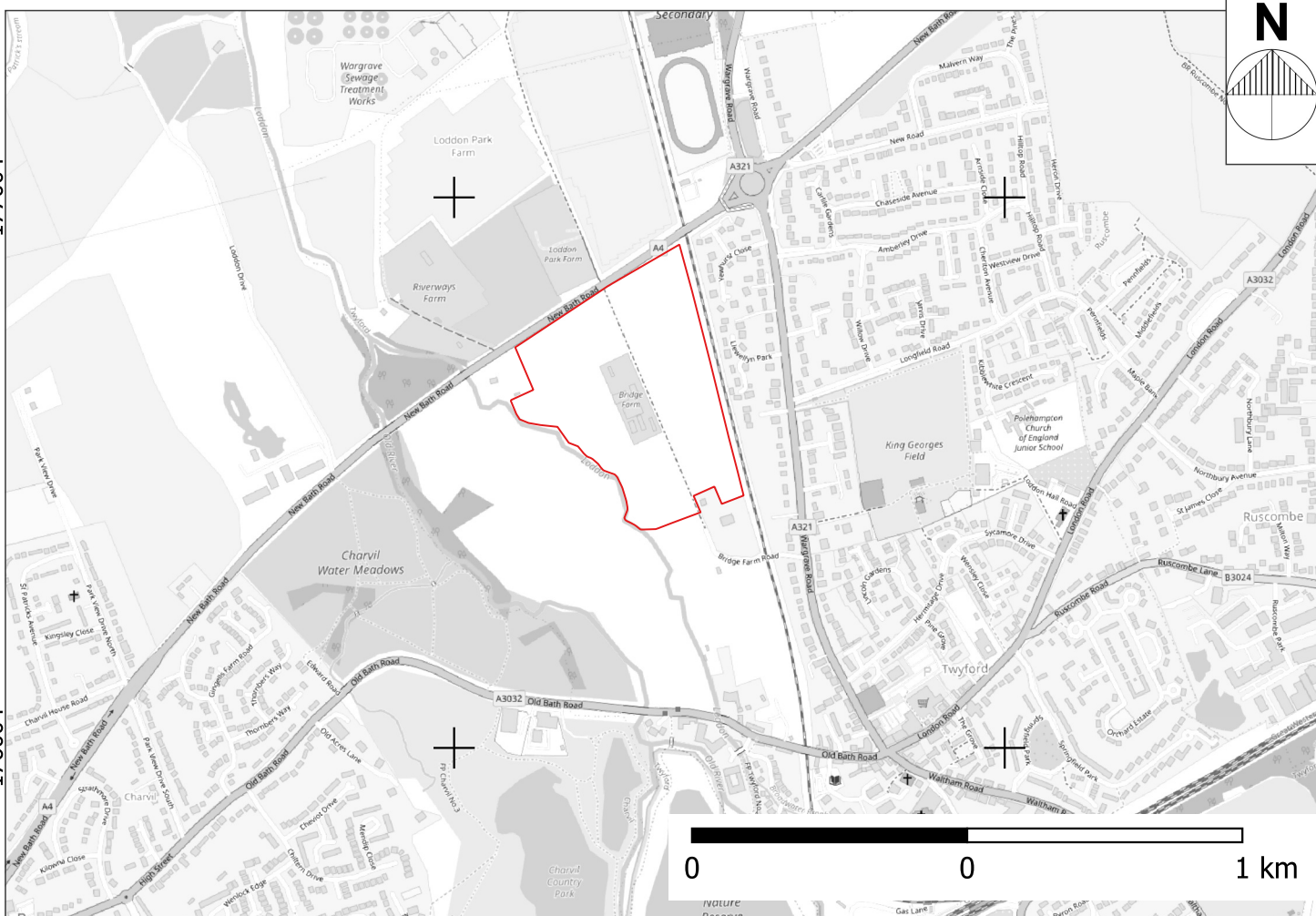
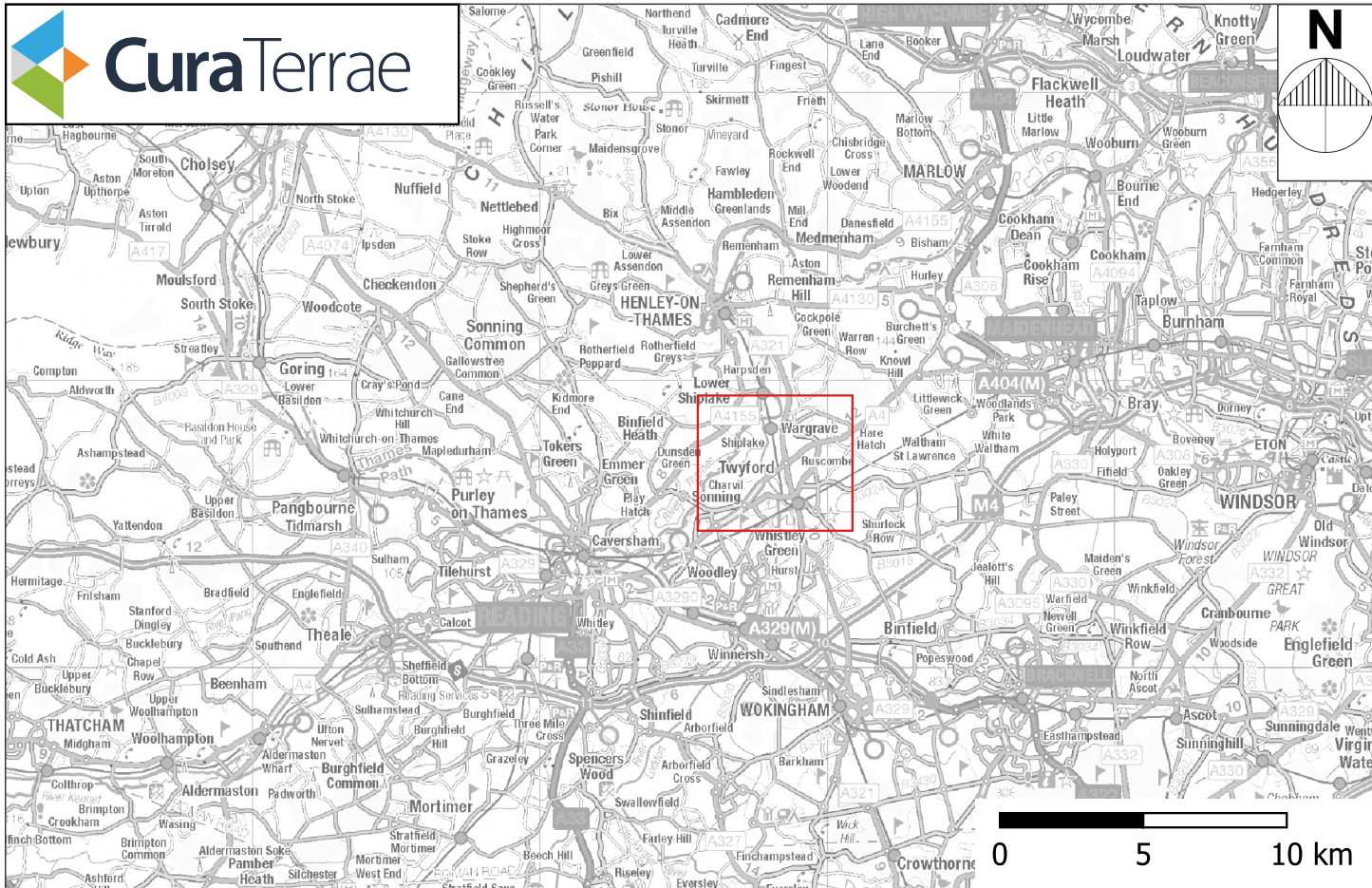
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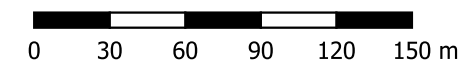
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10. Figures



Key

- Watching brief area
- Sewer
- Site Boundary
- Areas
- Buffer

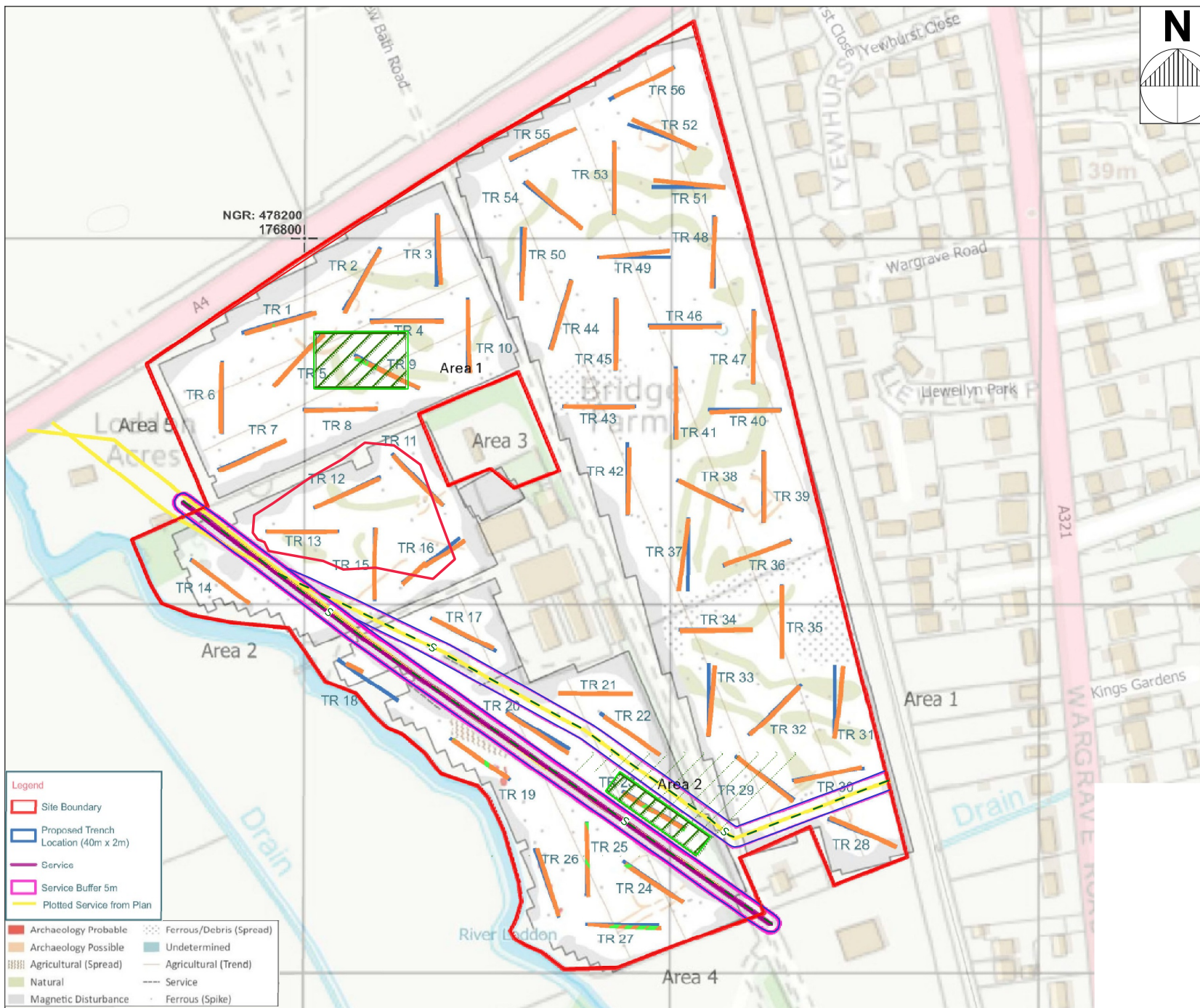


Orion Heritage

24863_Bridge Farm Twyford:
Excavation Areas

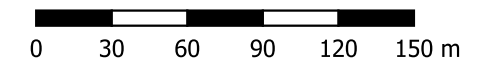
Figure 2
Location of excavation and watching
brief areas





Key

- Watching brief area
- Sewer
- Site Boundary
- Areas



Orion Heritage

24863_Bridge Farm Twyford: Excavation Areas

Figure 3
Location of excavation and watching brief areas overlain on geophysical data and evaluation trench locations

11. Appendix A: Data Management Plan

11.1 General

11.1.1 This document is a project specific data management plan (DMP). The document defines what is expected of the digital data that is collected and created in a project and how this should be managed, stored, used and disseminated until it is archived. This should be used in conjunction with the project Written Scheme of Investigation (WSI).

11.1.2 The sections outlined below need completing by the Project Manager/Officer during the project. The information will be used by the Archives Team at the end of the project in the archive deposition process.

Table 3. Project Administration

Project name:	Land at Bridge Farm, Twyford, Berkshire
Project number:	24863
Site code:	24863
Project description:	Programme of archaeological excavation consisting of two areas. Area 1 will measure 50m x 30m and Area 2 will measure 60m x 12.5m
Project Manager:	Oliver Good
Project Officer:	TBC
Client and funding type:	Croudace Homes
OASIS ID:	
Data contact:	Nicholas Lion (nicholas.lion@cura-terrae.com)
Date DMP created:	11/03/2025
Dates DMP updated:	

Related information: Update throughout the project	The Written Scheme of Investigation (WSI): Chartered Institute for Archaeologists (CIfA) standards and guidance Archaeological Data Service (ADS) guidelines
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11.2 Data Collection

11.2.1 The type, format and volume of data generated by the project is estimated below. This table will be updated as the project progresses.

11.2.2 Data formats used are standardised, openly documented and, where possible, non-proprietary. This ensures data is sharable, supports data curation and facilitates interoperability between projects and datasets, as well as avoiding technological obsolescence.

11.2.3 Details of any file format conversion required prior to deposition will be included in the final DMP

Type	Formats	Estimated archive volume
Spreadsheet/Database	Excel (.xlsx) Database (.mdb, .dbf)	N/A
Text/document	Word (.docx) Acrobat (.pdf)	2 files c.15MB
Vector graphic	AutoCAD (.dxf)	N/A
Image	Lossy (.jpg) Uncompressed (.tif)	200 files c.800MB
GIS	Shapefiles (.shp and assoc. files)	5 files c.25MB

11.3 Existing Data

11.3.1 Evaluation excavation report produced by Foundations Archaeology in 2020

11.3.2 HEDBA produced by Orion Heritage in 2021

11.4 Data Standards / Methods

- 11.4.1 Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable/available. In general, data acquisition standards are defined against ADS Guides to Good Practice. Specific or additional guidance relevant to this project is listed below and will be updated as the project progresses.
- 11.4.2 Methods are specified in the WSI and will meet the requirement set out in the project brief, the organisation recording manual and relevant ClfA guidance.

11.5 Standards and Guidance

- 11.5.1 Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.
- 11.5.2 Specific guidance:
- Historic England Digital Image Capture and File Storage: Guidelines for Best Practice 2015

11.6 Data Storage / File Naming

- 11.6.1 The working project archive will be stored in a project-specific folder on Cura Terrae' server. The internal organisation server is backed up daily in multiple locations, including off-site, to maintain an up-to-date security copy of the organisation-wide data.
- 11.6.2 Project folders are named following established organisational procedures.
- 11.6.3 Data collected will be downloaded and raw data will be stored in the appropriate folder.
- 11.6.4 File naming conventions follow established organisational procedures, based on ADS file naming guidance, and include version control management.
- 11.6.5 All files included as part of this project archive will include an organisational identifier (e.g. CURA TERRAE), the project number or site code (e.g. 23328 or CT23328) and the file descriptor (e.g. WSI).
- 11.6.6 As versions become superseded, they will be moved into an 'old versions' sub-folder, only the current version should be visible in the main folder

11.7 Quality Assurance

- 11.7.1 Instruments used in the collection of data are calibrated as per manufacturers' specification or guidance and checked to ensure they are in full working order.
- 11.7.2 All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.
- 11.7.3 Internal project folders are reviewed periodically to ensure organisational standards are being met.

11.8 Documentation and Metadata

- 11.8.1 Data collected will include standard formats that maximise opportunities for use and reuse in the future (see Section 2, above).
- 11.8.2 A collection level metadata summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The collection level metadata summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.
- 11.8.3 Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, which is the intended repository for the digital data archive.
- 11.8.4 Data documentation will meet the requirement of the project brief, museum deposition guidelines, digital repository guidelines and the methodology described in the WSI.
- 11.8.5 An archive catalogue documenting physical and digital archive products will be maintained and submitted to the receiving museum/archive.

11.9 Ethics and Legal Compliance

- 11.9.1 The project archive will include the names and contact details of any relevant individuals. Cura Terrae have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a separate restricted access database and not retained in the project specific folders.

- 11.9.2 Copyright for all data collected by the project team belongs to the organisation and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- 11.9.3 Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

11.10 Data Security: Storage and Backup

- 11.10.1 Organisational IT is managed by an external data management provider, which is also responsible for the management and verification of our daily backups, and which supports access to security copies as needed.
- 11.10.2 Sufficient data storage space is available via the organisational server, which includes two-factor authentication and permissions-based access. The server is accessible by staff on- and off-site through a secure log-in.
- 11.10.3 Off-site access to the project files on the organisation's server or secure cloud-based storage is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and/or portable external hard drive).
- 11.10.4 Relevant consolidated GDPR compliant project files will be distributed to external specialists and contractors for reference.

11.11 Selection and Preservation

- 11.11.1 The DMP will be reviewed and updated as required. Updated documentation will be included in relevant reporting stages.
- 11.11.2 Prior to deposition, DMP will be updated and finalised in agreement with all project stakeholders (Central Bedfordshire Council, the Client, the receiving museum/archive if identified and ADS).
- 11.11.3 Selection will be informed by the PD/WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
- 11.11.4 The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data and link to the digital archive.

- 11.11.5 The project results are likely to provide information which can be included in the Berkshire Historic Environment Record (BHER) and will contribute to the historic knowledge of the site/historic environment.
- 11.11.6 The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
- 11.11.7 The digital archive will be deposited with the ADS, which is a Core Trust Seal certified repository.
- 11.11.8 The archive will be prepared for deposition by the project team.
- 11.11.9 ADS will be contacted as the intended repository for digital data during project initiation.

11.12 Data Sharing

- 11.12.1 A summary of the project will be included on the OASIS Index of Archaeological Investigation, the receiving museum/archive and digital archive repositories, and will be updated as the project progresses.
- 11.12.2 The investigations are likely to result in the production of several documents: WSI and final report.
- 11.12.3 The final report is provisionally scheduled to be completed within 6 months of the completion of fieldwork.
- 11.12.4 A final version of the project report will be supplied to the BHER and OASIS, and any data which the HER request can be provided directly to it.
- 11.12.5 The location(s) of the final archaeological archive will be added to OASIS when appropriate.
- 11.12.6 The ADS will disseminate the digital elements of the archaeological archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).
- 11.12.7 A temporary embargo may be required on the sharing of the project results. If this is the case, specific details will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.

- 11.12.8 Data-specific requirements, ethical issues or embargoes that are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

11.13 Responsibilities

- 11.13.1 The Project Manager will be responsible for implementing the DMP and ensuring it is reviewed and revised at each stage of the project.
- 11.13.2 Data capture, metadata production and data quality are the responsibility of the project team, assured by the Project Manager.
- 11.13.3 Storage and backup of data in the field is the responsibility of the project team.
- 11.13.4 Once data is incorporated into the organisation's project server, storage and backup is managed by an external company.
- 11.13.5 Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the archaeological project archive to the agreed repository.
- 11.13.6 Details of the core project team can be found in the WSI.