



Kingfisher Grove, Wokingham Berkshire

Written Scheme of Investigation for
Archaeological Evaluation

Planning Ref.: 201002
Planning Appeal Ref.: APP/X0360/W/22/3304042
Accession Number: TBC (no receiving museum)
Document Ref.: 313830.01
November 2025



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Unit 9
City Business Park
Easton Road
Bristol
BS5 0SP

www.wessexarch.co.uk

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Document Information

Document title Kingfisher Grove, Wokingham, Berkshire
Document subtitle Written Scheme of Investigation for Archaeological Evaluation
Document reference 313830.01

Client name Sovereign Network Group
Address Sovereign House
Basing View
Basingstoke
RG21 4FA

Site location Land west of Kingfisher Grove
Three Mile Cross
Wokingham
County Berkshire
National grid reference 470937 167275 (SU 70937 67275)
Planning authority Wokingham Borough Council
Planning reference 201002
Planning appeal reference APP/X0360/W/22/3304042
Museum name No receiving museum
Museum accession code TBC

WA project name Kingfisher Grove, Wokingham - Eval
WA project code 313830
Project management by John Davey
Document compiled by Ray Holt
Graphics by Eilis Weldon

Quality Assurance

Issue	Date	Author	Approved by
1	11/11/2025	RH	JD



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Kingfisher Grove, Wokingham Berkshire

Written Scheme of Investigation for Archaeological Evaluation

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Sovereign Network Group ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation of a 2.5 ha parcel of land located to the west of Kingfisher Grove, Three Mile Cross, Wokingham, Berkshire, RG7 1LZ. The evaluation area is centred on NGR 470937 167275 (Fig. 1).

1.1.2 The development comprises of the proposed erection of 49 affordable dwellings with new publicly accessible open space and access.

1.1.3 A planning application (ref. 201002) submitted to Wokingham Borough Council, was granted on appeal (ref. APP/X0360/W/22/3304042) on 31 January 2023, subject to conditions. The following conditions relate to archaeology:

Condition 12 No development shall take place until the applicant or their agents or successors in title have secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation, which has been submitted by the applicant and approved by the planning authority. The development shall only take place in accordance with the detailed scheme approved pursuant to this condition.

1.1.4 Consultation was undertaken with Linden Ellicott, Archaeology Officer, Berkshire Archaeology, archaeological advisor to the Local Planning Authority in April 2025, who advised the following:

I recommend this site should have an evaluation to include all areas with ground impacts. This includes areas of built development, the pond in the north, suds along the north-western boundary, and any areas with expected intensive tree planting. The open space will not require evaluation unless there are planned impacts. You should also note the findings of the DBA which suggested the possibility of River Terraces extending into the area, which should be assessed where possible.

Our standard requirement is for a 5% sample with a 1% contingency of the area being sampled. I have attached our standards document which should be referenced within a WSI. I also want to draw your attention to the lack of any receiving museum in Berkshire currently, and that we ask contractors to take into account their own storage of the archive until this situation has been resolved.

... magnetometry often seems to get poor results in the Wokingham area, which is mostly over clay, so I don't see a huge benefit in adding a geophys phase to this site.

1.1.5 The evaluation will comprise the excavation, investigation and recording of 14 trial trenches (each measuring 50 m by 2 m), equating to a 5% sample of the proposed development



area, with a contingency for a further 1% sample for additional trial trenching in order to clarify the presence, extent, nature and importance of deposits recorded during the evaluation, to be agreed with the Archaeology Officer and the client prior to being implemented.

- 1.1.6 This evaluation is part of staged approach to determining the archaeological potential of the site, and follows other non-intrusive archaeological work, including an archaeological desk-based assessment (Wessex Archaeology 2024).

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 2014a; 2023a–b), the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a) and *Berkshire Archaeology, General Standards for Historic Environment Projects*.
- 1.2.2 This document will be submitted to the Archaeology Officer, Berkshire Archaeology, archaeological advisor to the Local Planning Authority (LPA), for approval prior to the evaluation.

1.3 Location, topography and geology

- 1.3.1 The proposed evaluation area is located within an irregular parcel of land, 6 km south of central Reading and 600 m east of Foundry Brook, a tributary of the River Kennet. It covers an area of former farmland at the southern edge of the village of Three Mile Cross, Wokingham, adjoining a modern residential estate.
- 1.3.2 Existing ground levels slope up from 47 m above Ordnance Datum (aOD) along the western site boundary to 63 m aOD along the eastern site boundary.
- 1.3.3 The bedrock geology is mapped as London Clay Formation across the Site, consisting of clay, sand and silt (British Geological Survey 2025). No superficial deposits are mapped within the Site boundary; however, River Terrace 5 deposits are mapped to the east of the Site and River Terrace Deposits 2 to the west of the Site.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior archaeological desk-based assessment (ADBA; Wessex Archaeology 2024), which considered the recorded historic environment resource within a 1 km study area of the development. A summary of the results is presented below, with relevant entry numbers from the Berkshire Archaeology Historic Environment Record (BAHER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Designated heritage assets

- 2.2.1 There are no designated heritage assets located within or in close proximity to the Site. However, there are total of 15 designated heritage assets located elsewhere within the 1 km Study Area, consisting entirely of Grade II Listed Buildings. These are all located within the villages of Grazeley, Three Mile Cross and Spencers Wood and include houses

cottages, milestones, public houses a church and a library dating from the 16th century onwards.

2.3 Previous investigations in the vicinity of the development

2.3.1 The BAHER does not record any previous archaeological investigations having been undertaken within the Site. However, the BAHER does record a total of 63 previous investigations having been undertaken within the 1 km Study Area. These consist of:

- 12 desk-based assessments, 4 aerial photography assessments, 1 historic building survey, 1 programme of test pitting, 1 casual observation, 10 geophysical surveys, 10 watching briefs, 20 evaluations and 4 excavations.

2.3.2 These investigations are relatively well distributed across the Study Area, though with notable gaps near the north-western edge of the Study Area and along a narrow strip running southwards from the Site. However, intrusive investigations have been undertaken across the main topographical areas within the Study Area. Where relevant, the results of these investigations are discussed in further detail in Section 2.4.

2.4 Archaeological and historical context

Palaeolithic and Mesolithic (970,000–4,000 BC)

2.4.1 Recorded archaeological remains predating the Neolithic within the Study Area are limited to a single findspot of a potentially Mesolithic transept axe (BAHER MWK8575) 655m south-east of the Site. Despite the paucity of recorded remains, the River Terrace Deposits recorded to the east and west of the Site have an intrinsic geoarchaeological and Palaeolithic archaeological potential. Where both the River Terrace 2 and 5 Deposits have previously been encountered during archaeological investigations within the Study Area, they have lain immediately below topsoil and subsoil layers (generally between 0.2-0.4 m bgl; i.e. BAHER EWK93, ERM1054, EWK121).

Neolithic and Bronze Age (4,000 –700 BC)

2.4.2 Securely datable archaeological evidence of Neolithic and Bronze Age activity within the Study Area is limited to a single lithic findspot 650 m east of the Site (BAHER MWK8574) and nine unstratified pottery sherds recovered from an area running 160-750 m north-east of the Site. However, a further 212 unstratified sherds from the latter area have also been tentatively dated to the Bronze Age.

2.4.3 In addition to these remains, there are a large number of additional undated archaeological features (and potential archaeological features) present within the Study Area which could indicate more extensive activity during these periods. These include features identified through aerial photography (i.e. BAHER MWK15675, MWK15690), geophysical survey (i.e. BAHER MRM18164, MRM18187) and excavation (i.e. BAHER MRM16359, MRM18548) which could potentially represent further evidence of Neolithic or Bronze Age activity. However, as discussed below, the increase in archaeological remains datable to the Iron Age and Romano-British periods means that these undated features are more likely to postdate the Bronze Age.

Iron Age and Romano-British (700 BC - AD 410)

2.4.4 The earliest securely datable archaeological features within the Study Area date to the Iron Age. These all appear to relate to domestic and agricultural activity and to represent the remains of four areas of rural settlement spanning the Middle Iron Age to Early Romano-British period.

- 2.4.5 The first, located 250 m north-east of the Site (BAHER MWK15715), consisted of evidence for two Middle Iron Age enclosures, formed by multiple concentric rings of gullies, each c. 20 m across. The interiors contained evidence of domestic occupation, but also for iron working and a collection of fired clay objects, including loom weights. The huge quantities of pottery recovered from the enclosures were broadly contemporary, but multiple radiocarbon dates indicated that occupation likely moved from the southern to the northern enclosure around 400 BC.
- 2.4.6 The other three Iron Age sites are more common in form and function, consisting of evidence for both unenclosed (BAHER MRM16150) and enclosed (BAHER MRM15934, MWK15603) Late Iron Age farmsteads. Environmental sampling from these sites lacked evidence suggesting substantial cereal production, indicating that they were focused on livestock rearing, with the relatively shallow linear features present at each site presumably representing the remains of livestock enclosures. Each of these three sites spanned the Late Iron Age and Early Romano-British period, though in one case, Early Romano-British occupation was located within a separate, overlapping enclosure (BAHER MK15603, MWK15608).
- 2.4.7 These farmsteads and enclosures are located no closer than 250 m to the Site and there is no indication that any directly associated archaeological features may extend to within the Site.
- 2.4.8 Although the BAHER records evidence for Iron Age occupation to the immediate north of the Site (BAHER MWK15616), this record is indicative of the wider area. It refers to a Wessex Archaeology desk-based assessment which drew on cropmark evidence derived from aerial photography sources for the wider region (Wessex Archaeology 2000). The cropmarks to which this record refers are more accurately represented by the undated BAHER records around the northern and western sides of the Study Area (i.e. BAHER MWK15675, MWK15690).
- 2.4.9 As mentioned above, these cropmarks have been supplemented by possible archaeological features identified through geophysical survey (i.e. BAHER MRM18164, MRM18187) and undated excavated pits and ditches (i.e. BAHER MRM16359, MRM18548). Whilst these features cannot be confidently attached to any specific period, they are reasonably likely to date to between the Middle Iron Age and Early Romano-British periods, based on the proportion of archaeological remains within the Study Area dating from these periods.
- 2.4.10 The routes of two Roman roads have been suggested to run through the Study Area, 536 m west (BAHER MRM16297) and 267 m east (BAHER MWK4813) of the Site. These have been postulated on the basis of placename evidence and the alignment of 19th century field boundaries and trackways, with no corresponding archaeological remains having been identified.
- 2.4.11 Evidence for Late Romano-British occupation (3rd and 4th centuries) is limited to a single ditch terminus at the enclosure 300 m north of the Site (BAHER MRM16358), dated through two sherds of pottery.
- Anglo-Saxon (AD 410–1066)*
- 2.4.12 Whilst archaeological evidence of Early and Middle Anglo-Saxon activity within the Study Area is absent, an excavated feature located 255 m north-east of the Site provided a Late Anglo-Saxon carbon date (BAHER MRM16599). This consisted of a long, but shallow oval pit-like feature, containing fills alternating between large quantities of charcoal and fire reddened clay. The exact nature of the feature is uncertain, though it has been suggested

that it represents the remains of a hearth and that some of the undated features excavated in the area immediately surrounding it (excavation recorded under BAHER ERM1287, but with no specific records for the undated features) could be evidence of additional elements of a contemporary farmstead.

- 2.4.13 The area south-west of Reading includes a number of estates recorded in the Domesday survey with Anglo-Saxon origins, including Wokefield, Hartley, Shinfield and Swallowfield. These include mixed holdings of arable land, in addition to meadow and woodland, with pasture largely unrecorded.

Medieval (AD 1066–1500)

- 2.4.14 Archaeological remains of medieval agricultural features (namely field boundaries, and trackways) have been excavated across the Study Area, in particular concentrated along MereOak Lane (BAHER MWK15610, MRM17652), west of the Site, and around Three Mile Cross (BAHER MRM15899, MRM18402), north-east of the Site. In particular, the results of environmental sampling from features excavated within Three Mile Cross, 850 m north-east of the Site (BAHER MRM18402) indicate that a domestic site may have lain close by.

Post-medieval to modern (AD 1500–present)

- 2.4.15 Numerous examples of excavated post-medieval archaeological features demonstrate the presence of dispersed rural settlement across the Study Area throughout the period. In particular, there appears to have been a move to dig drainage ditches across the lower-lying western part of the Study Area, in part to increase the area of viable arable land (BAHER MWK15681). However, there is also a slight concentration of evidence for settlement along Basingstoke Road, to the east of the Site (i.e. BAHER MRM17641, MRM16600, MRM16586), which became a turnpike during the post-medieval period (BAHER MWK6178).
- 2.4.16 Very few maps depict the area of the Site in any detail prior to the 19th century. However, John Rocque's 1761 map of Berkshire depicts the area of the Site as covering parts of several hedged fields, attached to farmsteads on the higher ground to the east, again along Basingstoke Road. This also shows Woodcock Lane, a former road/trackway running through the north-western part of the Site and along its western boundary.
- 2.4.17 The 1806 Ordnance Survey (OS) drawing of Odiham and the 1838 Shinfield tithe map depict the area of the Site in the same way. The Site is shown to lie across three fields, with one boundary following the existing east/west boundary and an additional north/south boundary separating off the south-eastern corner of the Site. A possible cropmark representing the route of this former field boundary is visible in aerial photography available through Google Earth, dating to 2004, and may correspond to associated buried archaeological remains. All three fields are recorded in the tithe apportionment data as under arable cultivation in 1838.
- 2.4.18 Whilst mapping indicates that the northern part of the Site remained under cultivation into the 21st century, the 1887 OS map shows that the southern end of the Site was taken into an adjoining country estate. The Stanbury estate was established in the later 19th century, with the southern end of the Site falling within the adjoining parkland. The OS mapping shows that all but the mature trees were removed from the earlier north/south boundary. It also depicts a small pond in the centre of the east/west boundary, which may have predated the establishment of the estate. Although since filled in, a noticeable depression could still be seen in this approximate area during a Site visit.



- 2.4.19 Other than the removal of the surviving trees from the earlier north/south boundary and the eventual reversion of the southern part of the Site to arable cultivation, subsequent OS mapping shows continuity across the majority of the Site.
- 2.4.20 However, two areas of the Site were subject to substantial change. Firstly, the establishment of the A33 in 1978 meant that Woodcock Lane fell out of use as a major road, though it has been preserved as a byway (byway no. SHIN25). Secondly, the storage building, yard and access track at the northern end of the Site was developed at some point between 1994 and 1999, likely including topsoil and subsoil stripping and the laying of made ground. The storage building and yard are not considered to have any significance as heritage assets.

3 AIMS AND OBJECTIVES

3.1 Aims

3.1.1 The general aims of the evaluation are to:

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

3.2 General objectives

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

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

3.3 Site-specific objectives

3.3.1 Following consideration of the archaeological potential of the site, the site-specific objectives are to:

- examine evidence for River Terrace Deposits within the Site. These are mapped in close proximity to the Site, although not within the current development boundary. Any such deposits would have an intrinsic geoarchaeological and Palaeolithic archaeological potential;
- examine evidence for archaeological remains dating from the Middle Iron Age and Early Romano-British periods within the Site. Any such remains would likely consist of domestic and/or agricultural features related to dispersed rural settlement;
- examine evidence for archaeological remains dating from Late Romano-British and medieval periods within the Site. However, the potential for archaeology relating to these period/s is low; and



- examine evidence for archaeological remains dating from the post-medieval and modern periods within the Site. This potentially includes buried archaeological remains associated with the surviving east/west field boundary running through the Site, including both an associated drainage ditch and a former pond. Additionally, archaeological remains (likely buried remains of an additional drainage ditch) may be present along the former north/south field boundary running through the south-east corner of the Site. Finally, buried remains of Woodcock Lane may be present at the northern edge of the Site, beneath the modern access track.

4 FIELDWORK METHODS

4.1 Introduction

- 4.1.1 Compliance with health and safety regulations and requirements will take priority over archaeological considerations in all works.
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Archaeology Officer and the client prior to being implemented.
- 4.1.3 The evaluation will comprise the excavation, investigation and recording of 14 trial trenches (each measuring 50 m by 2 m), equating to a 5% sample of the proposed development area, with a contingency for a further 1% sample for additional trial trenching in order to clarify the presence, extent, nature and importance of deposits recorded during the evaluation, to be agreed with the Archaeology Officer and the client prior to being implemented.

4.2 Setting out of the trenches

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

4.3 Service location and other constraints

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.
- 4.3.2 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services.

4.4 Excavation methods

- 4.4.1 The trenches will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until the upper-most archaeological horizon or geological substrate is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.



- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the project aims. Spoil from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval and, where appropriate, will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.
- 4.4.3 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with the Archaeology Officer and the client.
- 4.4.4 If human remains are uncovered, the specific methods outlined below (section 4.9) will be followed.
- 4.4.5 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with the Archaeology Officer. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.

4.5 Recording

- 4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.5.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid.
- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record the detail and general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes, which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the evaluation.

4.6 Survey

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

4.7 Monitoring

- 4.7.1 Wessex Archaeology, on behalf of the client, will inform the Archaeology Officer of the start of the evaluation and its progress. Reasonable access will be arranged for the Archaeology Officer to make site visits to inspect and monitor progress. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Archaeology Officer.

4.8 Reinstatement

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

4.9 Finds

General

- 4.9.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Archaeology Officer regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.9.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.9.6 Wessex Archaeology will immediately notify the client and the Archaeology Officer on discovery of any material covered, or potentially covered, by The Treasure (Designation) (Amendment) Order 2023. All information required by the Treasure Act (i.e., finder, location, material, date, associated items etc.) will be reported to the local Finds Liaison Officer within 14 days. Where the Finds Liaison Officer agrees that the find potentially meets the definition of treasure, they will inform the British Museum's Treasure Registry and notify the coroner, supplying them with the necessary details of the find.

4.10 Environmental sampling

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011; Historic England 2015b).
- 4.10.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns and crop driers) should be prioritised for sampling over features, such as ditches or postholes, that are likely to contain reworked and residual material.
- 4.10.3 If waterlogged or mineralised deposits are encountered, an appropriate environmental sampling strategy will be agreed with the Archaeology Officer. Specialist guidance will be

provided by Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.

- 4.10.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records, and surveyed data from the evaluation will be collated and checked for consistency. Key data will be transcribed into a database, which can be updated during any future analyses. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery, and any other relevant information.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by trench, site subdivision and/or period/phase as appropriate. Detail of all contexts will be provided in trench tables in an appendix to the report.

5.2 Finds evidence

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

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).



5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.

5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.

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

5.4 Reporting

General

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

5.4.2 The report will include the following elements:

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices, including trench summary tables;
- Illustrations; and
- References.

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

Publication

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

OASIS

5.4.5 An OASIS (online access to the index of archaeological investigation) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the

OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

- 6.1.1 The site falls within an area where there is currently no collecting museum. Every effort will be made to identify a suitable repository for the archive resulting from the fieldwork, and if this is not possible, Wessex Archaeology will initiate discussions with the local planning authority in an attempt to resolve the issue. If no suitable repository is identified, Wessex Archaeology will continue to store the archive but may institute a charge to the client for ongoing storage beyond a set period.

6.2 Transfer of title

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

6.3 Preparation of archive

Physical archive

- 6.3.1 The physical archive will be prepared following the standard conditions for the acceptance of excavated archaeological material, and in general following nationally recommended guidelines (Brown 2011; ClfA 2014b; SMA 1995). The archive will usually be deposited within one year of completion of the project, with the agreement of the client, however in this case there is currently no collecting museum.

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 Digital copies of the final report will be made available to the Historic Environment Record (HER) through OASIS (online access to the index of archaeological investigations). Geospatial/survey data forming part of the digital archive will be supplied, on request, to the HER.

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

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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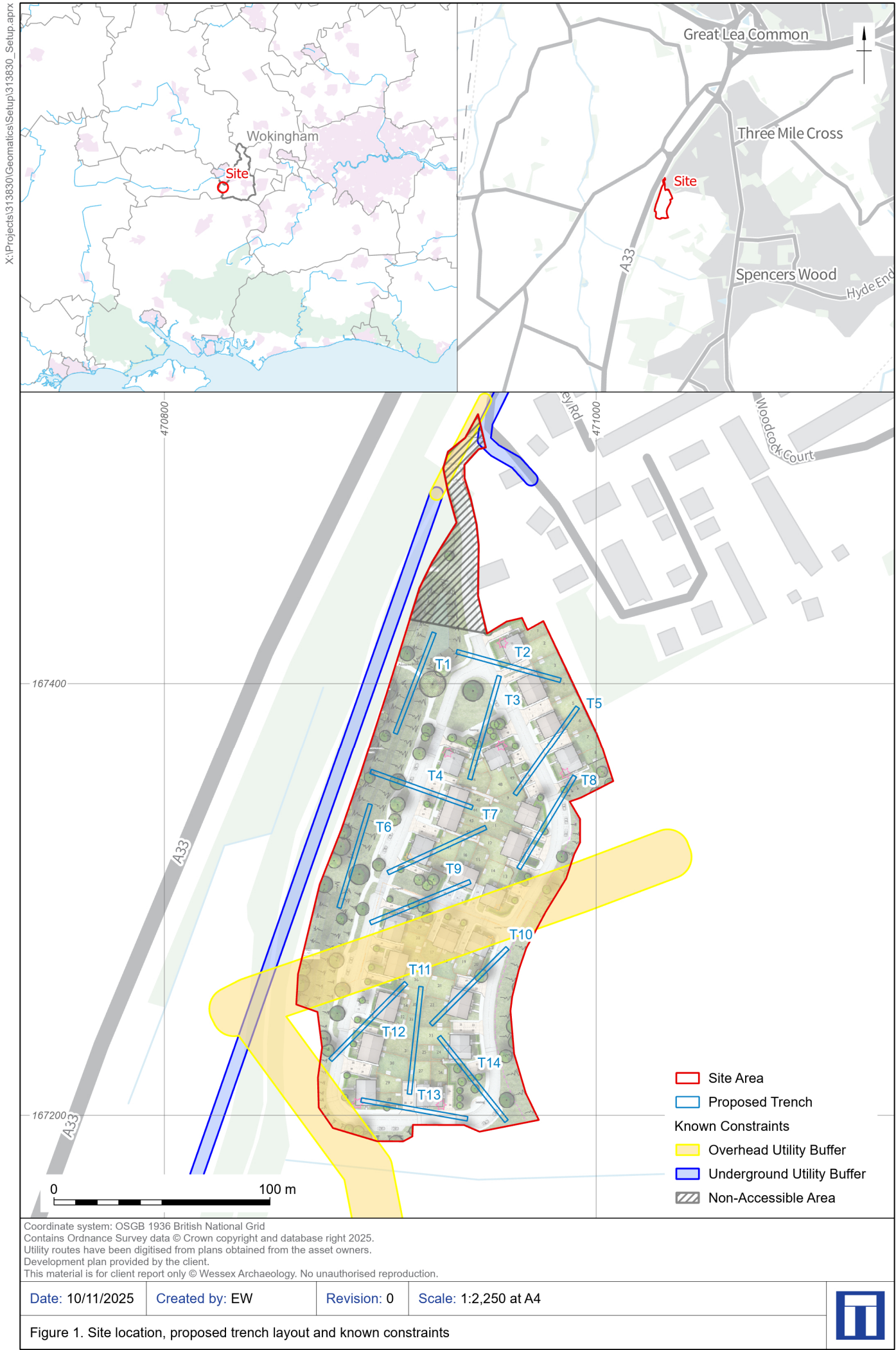
APPENDICES

Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA; MSc	Archaeoentomological remains, animal bone, marine shell
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Richard Bradley	BA; MA; MCIfA	Battlefield artefacts, particularly Civil War period lead shot
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Dan Carter	BSc; PhD	Pottery with particular emphasis on post-Roman ceramics. Small and bulk finds including ceramic building material, fired clay, metalwork, clay tobacco pipe, stone, shale and glass
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Robert Francis	BSc, MSc, PhD	Anthracological remains, archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Hayley Hawkins	BSc; MSc	Geoarchaeology, marine geoarchaeology
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Cai Mason	BSc; MCIfA	Post-medieval finds, particularly glass
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
David Mullin	BA; M.Phil; PhD	Earlier prehistoric pottery (Neolithic–Late Bronze Age)
Marek Lewcun		Clay tobacco pipe
Virva Lompolo	HuK; FM*; MSc	Pottery trainee (*HuK equiv. = BA; FM equiv.= MA; qualifications acquired in Finland)
Jack Oughton	MSci; PhD	Geoarchaeology, palynology, geology
Kate Roberts	BA; MSc	Archaeobotanical remains
Charlie Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA; MSc	Archaeobotanical remains



Name	Qualifications	Specialism
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Mark Stewart	BA; MPhil	Prehistoric flint, worked stone, ceramic building material, glass, fired clay
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood
Kevin Trott	BA	Pottery from the Iron Age to early modern period, with emphasis on later Iron Age/Romano-British and medieval to post-medieval periods. Ceramic building material, fired clay/briquettage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Ashley Tuck	BSc; MCIfA	Post-medieval CBM, crucibles, industrial residues and metal
Jessica Waterworth	BA; MSc	Animal bone
Thomas Wicks	BA; MA	Conservation of objects





Wessex Archaeology Ltd registered office Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB
Tel: 01722 326867 Fax: 01722 337562 info@wessexarch.co.uk www.wessexarch.co.uk

