BIDDESTONE ARMS
Biddestone
Wiltshire

Planning Ref: PL/2022/04474/FUL

Written Scheme of Investigations for a Level 2 Analytical Record Survey

Prepared on behalf of:

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Michael HEATON heritage consultants

BIDDESTONE ARMS PH
Biddestone
Wiltshire

Written Scheme of Archaeological Investigations

1 INTRODUCTIONS

1.1 The Project

1.1.1 This document presents a Written Scheme of Investigations (WSI) for a programme of Building Investigation and Recording that will accompany partial demolition of the Biddestone Arms PH at Biddestone in Wiltshire. The recording work has been commissioned by the developer – Bedstone Developments Ltd (hereinafter the 'Employer') - in accordance with Condition 7 of planning permission (2022/04474/FUL) granted by Wiltshire Council.

1.1.2 Wiltshire Council's Conservation Officer has advised that a "*..basic Level 2 record..*", as defined by Historic England, would be appropriate to the historical significance of the affected building[1]. The work will be carried out by Michael Heaton MCIfA IHBC acting as contractor to the Employer under the ICC Archaeological Investigations conditions of contract, whose CV is appended to this document.

1.1.3 The WSI has been prepared by Michael Heaton in accordance with the guidances of the Chartered Institute for Archaeologists, the Assoc. of Local Government Archaeological Officers and Historic England[2] for approval by SWHT and B&NES. It defines the site and its historical context, the recording techniques that will be employed and to what scope and level of detail, the format of the resultant report and the place of public deposition for the archive and report. It also forms the 'specification' to the contract entered into between Michael Heaton and the Employer.

1.2 Form of work

1.2.1 The work will comprise 'Building Investigation and Recording' as defined by the CIfA to the Level 2 specification of Historic England.

1.2.2 The CIfA defines this as: *"…a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building…."*[3]. Historic England - formerly English Heritage - specify that a Level 2 Record might comprise: sketch plan, section or elevation, or measured plans of significant floor layouts; photography of the general appearance of the exterior of the building and the interiors of the principal rooms and circulation areas; written explanations of the circumstances of the survey and summary descriptions of the layout, structure and fabric.

1.2.3 The programme of archaeological work will comprise:

a. Visual survey of the building prior to commencement of demolition; written, photographic and drawn recording of historically significant details and the plotting of their positions on floor plans provided by the Employer.

b. Intermittent visual survey during demolition to record historically significant details exposed during demolition; augmenting of records created pre-demolition. In this case, 'historically significant' means mainly structural or decorative fabric of 18th

[1] Guy Bentham-Hill, email 27 June 2023
[2] CIfA 2018, ALGAO 1993, EH 2006
[3] CIfA 2018

century or earlier date, but later details that the author considers to be historically significant – such as, for instance, proprietary services or pre-fabricated building elements – would also be recorded.

c. Preparation of a report conforming with Annex 2 the Standard and Guidance of the Chartered Institute for Archaeologists and Section 4.5 of Historic England's *Understanding Historic Buildings,* and supply of that report to Wiltshire Council and the Employer.

d Creation of an indexed and ordered archive according with Appendix 6 of *Management of Archaeological Projects*[4]*,* and deposition of that archive with Wiltshire Buildings Record within 6 years of report submission.

1.3 Standards

1.3.1 All work will be carried out in accordance with the published standards and guidances of Wiltshire Council, the Chartered Institute for Archaeologists and Historic England[5].

1.3.2 All technical tasks will conform with the author's specification appended to the end of this document, which has already been approved by Wiltshire Council's Historic Environment Service.

1.4 Caveats

1.4.1 The WSI has been prepared with reasonable skill and care, following the guidances of the professional bodies cited above and based on archaeological information publicly available at the time of writing. Archaeological or historical discoveries made in the area after the date of writing, or changes in research strategies affecting the perceived significance of such discoveries, may affect the currency of the WSI.

1.4.2 No person other than the Client named in paragraph 1.1.1 to whom this document is addressed shall rely on it in any respect and the author will owe no duty of care to any such third party.

1.4.3 Plans, maps and other graphics that might be included within this document are presented for archaeological purposes only. They are not material to the planning application to which this document relates, nor should they be used for any form of construction management.

2 THE SITE

2.1 Situation and definition

2.1.1 The civil parish of Biddestone straddles the source of the Pudding Brook – a tributary of the River (Bristol) Avon at the western edge of the Avon Vale, c. three miles west of Chippenham within the Cotswold Hills of northern Wiltshire. It is an undulating, elevated landscape of irregularly sized fields and coppices, interspersed by springs, ponds and the tributary streams of the River Avon.

2.1.2 The eponymous village is situated at the centre of the parish. It is of roughly linear layout, formed around the staggered intersection of eight rural lanes, with a large open green at its centre onto which the village's principal buildings face. The Biddestone Arms PH is situated at the southeastern edge of the village on the south side of the lane that runs from Corsham northwards through the village to Yatton Keynell.

[4] English Heritage, 1991
[5] op cit

2.1.3 It comprises a modest sized multi-cellular building arranged over one and two storeys, standing on the roadside without an intervening pavement, at the north edge of a large car park and garden centred on NGR 38651 / 17347 that also contains two garage buildings.

2.2 Archaeological, historical and architectural context

2.2.1 Biddestone is of at least Anglo-Saxon foundation, being recorded as *Bedestone* in the Domesday Survey of AD1086 and, as such, is likely to be of roman or later prehistoric origin. It lay within the 'liberty' – i.e. legal jurisdiction – of the Barony of Castle Combe during the later Saxon and early Normal periods, and by the 13th century lay within the Hundred of Chippenham. Unlike many other areas of the county, therefore, it remained in secular ownership throughout the Middle Ages. In common with most settlements on the edge of the Cotswolds, its agricultural subsistence was enhanced by the wool trade from the 14th century, and it is that industry that is primarily responsible for the current architectural character of the village, as a craft centre and latterly as the dormer settlement of industrialists and merchants operating out of Chippenham.

2.2.2 The village contains a large number of 16th – early 19th century buildings of outstanding architectural and historical quality, including merchants houses, farm houses, weavers cottages and non-conformist chapels, arranged in rows, pairs and individually. Indeed, it is arguably one of the county's most picturesque and architecturally varied historic villages. The majority are concentrated around The Green, with a second nucleus at the eastern edge of the village around what appears to have been a second green – or perhaps the eastern end of a long central market place similar to that at Marlborough, and with the parish church at the west end. These display a chronologically articulate range of architectural details and, in some cases, evidence of ambitious historical reconfiguration indicative of wealth.

2.2.3 Examination of historical sources and archaeological analysis of the building and its surroundings demonstrates that The Biddestone Arms is of early 18th C origin, initially the N-S return off an 'L'-shaped building comprising White Hart Cottage and Twitten End, that has been serially extended and altered, to the extent that little primary fabric survives. Its present layout, fabric and architectural form are predominantly of late 19th and 20th century date and contribute nothing to the character and appearance of the village of Biddestone or its conservation area. It stands within a site that is unlikely to encompass significant archaeological remains of pre-18th century formation.

3 SCHEDULE OF WORKS

3.1 Notifications and licences

3.1.1 No substantive development-related work will commence on site until this WSI, amended if necessary, has been approved in writing by the LPA's conservation officer.

3.2 Archaeological site operations

3.2.1 Not applicable

3.3 Building Investigation and Recording

3.3.1 *Pre-demolition.* The exterior and the principal interior spaces would be inspected visually, photographed using a 16megapixel digital camera; archaeologically significant details assigned unique alphanumeric references and annotated on scaled floor plans and elevations provided by the Employer; and those details described briefly in writing on pro-forma survey record sheets, in accordance with Section E2 of the attached specification.

3.3.2 *During demolition.* The building would be inspected intermittently, at a frequency determined by the progress of demolition. Historically significant details exposed during demolition would be assigned unique alphanumeric references and their positions added to the measured survey drawings; photographed; and their form and fabric described in writing on pro-forma survey records sheets in accordance with Section E2 of the attached specification.

3.4 Analysis and reporting

3.4.1 The results of the work will be analysed and described in a formally structured report in accordance with the specifications cited above, provisionally of c. 1500-2000 words. It will comprise:

a. Texts defining the site, the methods employed, the circumstances of the work and constraints thereon and the value of the work to relevant research frameworks.

b. Texts describing the layout, structure and fabric of the building, with particular regard to its primary build.

c. Drawings consisting of an OS-extract site location plan, floor plans sufficient to illustrate the historical development of the building, elevations and/or sections of historically significant structural details revealed during the work

d. Photographs of the external elevations, the principal internal spaces and the principal historically significant details revealed.

3.4.2 A PDF of the report would be supplied to Wiltshire Council and would be uploaded to the 'OASIS' grey literature library maintained by Historic England.

3.4.3 A summary of the results would be submitted to the relevant academic journal(s) subject to results.

3.5 Deposition

3.5.1 The archive will be offered to Wiltshire Buildings Record for public deposition within c. 6 years of report submission.

4 CONTRACT MANAGEMENT

4.1 Contract.

4.1.1 The works will be governed by the ICC Conditions of Contract Archaeological Investigations Version. For the purposes of the contract, the Consultant would be Chris Beaver of PlanningSphere Limited. The work will be valued on an hourly rate basis, as agreed by the Employer.

4.1.2 Michael Heaton will be contracted to the Employer.

4.2 Archaeological Personnel

4.2.1 <u>Data collection</u>

Recording	Michael Heaton MIFA IHBC

4.2.2 <u>Report</u>

Descriptive texts and figures:	Michael Heaton
Introductions and interpretations:	Michael Heaton

4.3 Timetable

4.3.1 Neither demolition or recording will commence until this 'WSI' has been approved in writing by Wiltshire Council. .

4.4 Insurances

4.4.1 Michael Heaton has Contractors' Insurances. Certificates can be made available on request..

4.5 Dispute Resolution

4.5.1 Michael Heaton is a Member of the *Chartered Institute for Archaeologists* and will abide by the arbitration of that organisation with regards quality of technical work and the execution of his professional responsibilities.

4.6 Financial

4.6.1 The archaeological work will be valued on the basis of the rates agreed. Significant variations from those rates arising as a direct consequence of the archaeological character of the site will be notified to the Employer as soon as possible and their consent sought for increased charges.

4.6.2 A single invoices will be submitted to the Employer c. 30 days after submission of the report, for payment within 30 days of issue date.

4.7 Health and Safety

4.7.1 Michael Heaton would prepare, if required, and present to the Main Contractor a Risk Assessment prior to starting on site, and would demonstrate, via a brief Health and Safety Plan, how the risks identified would be minimised.

4.7.2 Demolition is an inherently hazardous undertaking. Michael Heaton would wear appropriate PPE and notify the site manager and plant operators of his presence and whereabouts on site; would not work on, beneath or next to un-supported structures; and would not initiate any localised opening-up or other forms of demolition without the approval of the site manager.

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ARCHAEOLOGICAL SPECIFICATION

Version 2.9

Michael HEATON heritage consultants

August 2017

ARCHAEOLOGICAL SPECIFICATION

A. DEFINITIONS

Archaeological and contractual terms used in this specification will have the meanings defined in *ICE Conditions of Contract for Archaeological Investigations First Edition* (Thomas Telford, 2004). Such terms are in **Bold** below.

The following terms, not defined in the *ICE AI*, will have the following meanings in this specification and associated contract documents:

Archaeological Excavation. Simultaneous controlled removal of **Archaeological Remains** from their place of formation in reverse stratigraphic order together with manual recovery of **Finds** and retention of **Samples** and creation of **Records**. Normally a manual exercise, but power tools and mechanical excavators might be used in extraordinary circumstances.

Brief. A document prepared by a **Curator**, communicating the nature of the archaeological **Investigation** required and the justification for that requirement. It is an outline document only and is not intended for use as a Specification.

Bulk Finds. Coarse fraction fragments or complete artefacts revealed by manual excavation and visually selected arbitrarily for retention by the excavator. The retained assemblage is an arbitrary **Sample** of the **Finds** encompassed by an archaeological deposit. The three-dimensional position of Bulk Finds within a deposit is not recorded.

Employer. The person, company or other legal entity that has entered into a contract for archaeological services with an archaeological contractor or consultant.

Material Conservation. Arrest of the natural processes of decay through removal of peripheral decay by-products and, or, treatments that alter the physical structure or chemical composition of the material such as a glue, consolidant or a fungicide.

Method Statement. A document prepared by an archaeological contractor which describes in narrative prose how and in what order the individual tasks comprising the archaeological **Investigation** will be done. It is normally requested by a **Curator** or an **Employer** or their agent, so that the contractor can demonstrate their understanding of the logistical and sequential and nature of the **Investigation** and the risks inherent to it. It is not a Specification.

Palaeoenvironmental Materials. Fine fraction floral, faunal or mineral remains of species or deposits that illustrate palaeoenvironments and, though affected by cultural activity, are unlikely to have been created by it.

Project Design. A Written Scheme of Investigations.

Sample. Statistically justified investigation of a part of an archaeological deposit, as opposed to the whole of it. The term does not, itself, mean a technique of investigation. Recovery of the entirety of a deposit for, say, flotation separation, is not a sample.

Significant. The capacity to convey meaning. Data that does not complement or contradict received understanding or research strategies is not Significant. Finds or Palaeoenvironmental Materials that do not meet the criteria for acceptance by the appropriate museum are unlikely to be Significant.

Special Finds. Also known as *Small Finds* or *Objects* . Individual artefacts pre-selected for specialist **Processing** and **Analysis.** Their three-dimensional positions will

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normally be recorded by accurate measurement related to site or national co-ordinates and they will normally be assigned unique numerical references that distinguish them from **Bulk Finds**. The object, for the purpose of pricing and valuation, will be as deposited, not as recovered: i.e., a brooch will be counted as one object even if it is broken into several pieces, because it would normally be processed as a single entity.

Specification. A document prepared by an archaeological consultant or an archaeological contractor which describes in detail the standards to which the individual tasks comprising the archaeological **Investigation** will be done. It will normally refer to published technical specifications, such as those of the UKIC, English Heritage, Assoc. for Environmental Archaeology, the AAI or the IFA. It addresses all stages of the **Investigation**, from **Site Operations** through to **Analysis**.

Strip and Record. A form of archaeological **Site Operation** which does not include **Archaeological Excavation** or recovery of **Finds**. Overburdens are removed by bulk excavation, normally by others, supervised by an archaeological contractor who then produces a photographic and annotated metric survey of the deposits revealed. It is not suitable for stratified sites, such those in towns or on alluvial or colluvial sites, where lower deposits are likely to be masked by overlying deposits.

Supervision. Regular observation, guidance and correction of the work of one person/contractor by another person/contractor of a higher level of qualification and competence. Supervision will correct errors and normally result in a higher quality of work.

Treasure. Materials falling within the remit of the Treasure Act 1996, amendments to it or statutory instruments derived from it, whichever shall be operative at the time of the contract.

Watching Brief. Observation by an archaeologist, of non-archaeological works by others, for the purpose of identifying the need for and nature of appropriate archaeological **Site Operations**. Observation might be on a continuous or an intermittent basis, as specified in an LPA Brief or a Specification. The term 'Watching Brief' does not, in itself, indicate a type or level of Archaeological Excavation or a form of Record, merely the circumstances under which it is done.

Written Scheme of Investigations. A document or documents prepared by an archaeological consultant or an archaeological contractor which describes the manner in which the **Investigation** will be carried out. It will normally include an Appraisal, **Assessment** or **Evaluation** of the **Site**, a schedule of works, a reference to the form of contract effecting the **Investigation**, a specification and a pricing instrument such as a Bill of Quantities or a Schedule of Rates.

B. GENERAL

1 All works shall be carried out in accordance with the Code of Conduct, Standards and Guidances and Technical Guidance of the *Chartered Institute for Archaeologists*; the relevant technical guidance notes published by *English Heritage/Historic England*; BS 6031 *Code of Practice for Earthworks* and BS 5930 *Code of Practice for Site Investigation*; the Code of Conduct of the *Institute of Historic Building Conservation,* BS7913 *Guide to the Principles of the Conservation of Historic Buildings* as applicable*..*

2 Project designs will accord with the relevant *CIfA* 'Standard and Guidance', viz:

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Desk-based assessment: para. 3.2.12 of *Standard and Guidance: desk-based assessment* (2014)

Evaluation: para 3.2.17 of *Standard and Guidance: field evaluation* (2014)

Excavation: para 3.2.17 of *Standard and Guidance: archaeological excavation* (2014)

Watching brief: para 3.2.12 of *Standard and Guidance: archaeological watching brief* (2014)

.

Building Investigation and Recording: para 3.2.16 of *Standard and Guidance: Archaeological Investigation and Recording of Standing Buildings or Structures* (2014)

3 Method Statements will state, *inter alia*: Names of principal Finds Specialists and the frequency/duration of their attendance on site; ratio of supervisory to technical and trainee personnel; how quantifications and identifications by technicians will be checked by supervisors; the type and range of archive and quality control records that will be generated; how assessed materials will be kept separate from 'incoming' materials; how and where discarded material will be disposed-of and how will it be rendered identifiable as *ex-situ* material. Method Statements do not need to present background information already essayed in evaluation reports etc., unless the Archaeological Contractor considers it germain to their working methods.

4 Operational methods are left to the discretion and preferences of the Contractor unless these have been stipulated by others. The clauses below set minimum standards for the outcome of selected tasks that can be verified after the event and against which completion - and therefore payment - can be assessed. Non verifiable tasks (such as the manner in which a deposit is removed) cannot be specified.

5 The clauses below have been prepared as standards to accommodate all eventualities, as far as can reasonably be anticipated: The itemisation of individual tasks and recording formats does not imply that these will be necessary on all projects. Mandatory records are stated as such.

C COMPETENCE

1 The Contractor or the Principal Archaeologist employed by the Contractor will be able to demonstrate successful completion of a comparable project. Completion will be demonstrated by publication in a recognised academic journal - or acceptance for publication – of a peer-reviewed report.

2 The Principal Archaeologist, i.e. the 'resident' archaeologist on site who directs the Site Operations and Processing and who writes or collates the report(s) will be the cited author(s) of, or cited major contributors to, a peer-reviewed published report or other academic article on an archaeologically similar project. For instance: the Principal Archaeologist directing the evaluation or excavation of a site in which human burial are anticipated must have excavated and published a comparable cemetery site.; the Principal Archaeologist directing the excavation or evaluation of site within an historic urban setting must have excavated and published a comparable urban archaeological site. The principal archaeologist will be a full Member (MIFA) of the *Institute for Archaeologists* or of an equivalent demonstrable professional competence.

3 Specialists (artefact assessments etc.) will be the cited authors of peer-reviewed published reports/contributions on archaeologically similar materials, or must be working under the direct day-to-day supervision of a cited author. In the case of the latter, the name of the supervising specialists and the basis of supervision must be submitted with the tender.

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4 Supervisors**,** i.e. those persons charged with checking the technical quality of Site Operations - especially recording – and Processing and the person(s) who conduct all Watching Brief operations, must have demonstrable experience of excavating sites containing comparable deposits to those anticipated at this site. They will be authors or cited contributors to published peer-reviewed reports on comparable sites. Supervisors will be at least Associates (AIFA) of the *Institute for Archaeologists* or of an equivalent demonstrable professional competence.

D BULK EXCAVATIONS

1. All bulk excavations and site stripping of archaeological sites should be conducted in accordance with BS6031 *Code of Practice for Earthworks* and cognisant of IFA Technical Paper No. 4 (Pryor, 1986) and Part 19 of *Construction Health and Safety* : 'Plant Movement and Transport' (Arkle Press, 2000).

2. Hard surfaces and deposits such as concrete, tarmac or hardcore rubbles may be removed using hydraulic breakers and a toothed 'digging' buckets, as recommended by the plant contractor. High quality hard surfaces, such as tarmac or concrete, will be cut first using an appropriate 'floor saw' type disc cutter, to create a clean edge around the trench.

3. Excavation of soft deposits such as topsoils, subsoils, archaeological deposits (where specified) and geological deposits will be undertaken using toothless 'grading' or 'ditching' buckets or wheeled graders.

4. Excavation will proceed in spits nominally 200mm thick extending across the whole site or such sub-site divisions or archaeological boundaries as the archaeological contractor can define and justify archaeologically. Such sub-divisions might be individual trenches, grid areas or the plan boundaries of large features such as ditches or quarry pits.

5. Plant will not track over or stand on stripped surfaces until these have been inspected by an archaeological supervisor and either recorded or designated non-archaeological.

6. All bulk excavation within an archaeological site will be supervised by an archaeological supervisor who will give the plant operator explicit directions on depths of excavation required and levels at which excavation should stop. Nominally, breaking and excavation of hard surfaces can proceed with intermittent observation: excavation of soft deposits and all stripping of evaluation trenches will be subject to continuous archaeological supervision and direction.

7. The surfaces created by bulk excavation should be sufficiently free of upcast material to facilitate visual identification of gross deposit boundaries without the need for manual cleaning. This may require 'shovel scraping' by the archaeological supervisor to remove all 'rills' and other non-archaeological irregularities in the cleaned surface as bulk excavation proceeds. Shovel scraping must be undertaken outside the swing area of the excavation plant, usually casting the spoil into the swing area.

8. Standing edges deeper than 1m to be protected and supported in accordance with BS 6031:1981.

E DATA RECOVERY

1 Archaeological Excavation

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1.1 Excavation will be conducted in accordance with the *Principles of Archaeological Excavation* (Barker, 1975) and will proceed stratigraphically with each deposit being defined and recorded in plan before being physically disturbed by excavation. The proportion of each deposit investigated manually – the sample - will be specified in the WSI but in all cases will not be less than the following:

a: deposits of high archaeological value (such as prehistoric pits, hearths and kilns, human remains and funerary deposits): 100% of ascertainable deposit volume within the site

b: deposits of moderate archaeological value (such as layers within other pits and postholes, pre-Modern structural remains): 25% of ascertainable deposit volume within site

c: deposits of low archaeological value (such as modern building remains and layers within ditches and gullies likely to be heavily residualised):10% of ascertainable deposit volume within site

1.2 All cross-sections to be 'bar-straight' (strung-out if necessary) and vertical; all deposits to be re-cleaned prior to photography, all spoil to be removed from immediate vicinity of investigated deposit during excavation.

1.3 The upper margins (nom. 100mm) of each surface deposit, corresponding to the observed depth of ploughmarks or other extensive modern disturbances across the site, would be assigned separate 'context' references irrespective of whether boundaries are visible, to facilitate identification of plough-introduced or other intrusive materials materials.

1.4 All graves, disarticulated human skeletal material, cremated bone and cremation-related deposits (pyre debris etc) to be excavated in accordance with *IFA Technical Paper 13* (McKinley and Roberts, 1993) and, where relevant, *Guidance for best practice fr treatment of human remains excavated from Christian burial grounds in England* (APABE, 2017).

1.5 Excavation deeper than 1000mm will be conducted in accordance with BS6031:1981 and, where appropriate, the Confined Space Regulations 1997.

2 Recording (excavation and building investigation)

2.1 The minimum record for each investigated deposit/structural detail to comprise:

2.1.1 a written 'context'/detail record, describing the textural and artefactual characteristic of the deposit/feature/building detail, complete with cross-references to all other forms of record on which that deposit/feature appears and to the range of materials recovered from it, and the manner in which they had been retained (i.e. samples and/or object). Context numbers and records should be assigned individually to each deposit within multi-fill features and, in graves, must distinguish between the 'burial' and the backfill deposits. Detail numbers assigned structural features of standing buildings can be pre-fixed by the reference number of the drawing upon which they principally appear, or by a room/cell denominator. Articulated human skeletons, or articulated parts thereof, will normally or additionally be recorded on site on *pro forma* 'Skeleton Records' that indicate clearly the skeletal elements recovered. This will be done on-site at the time of lifting the skeletal remains. Records of building components will include, *inter alia*: stone, brick, mortar and timber types; conversion and dressing methods; bonding and jointing types and mechanical fixings employed; evidence of re-use; stratigraphic/sequential relationships with adjoining fabric etc. in a manner analgous to a modern building specification.

2.1.2 a cross-sectional/elevational drawing - or inclusion on a multi-context cross-sectional/elevational drawing - at a scale commensurate with the level of detail

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inherent in that deposit (nominally 1:20 or 1:50 for buildings). Drawings of archaeological deposits to show accurately the position, form and material of all coarse components of 100mm breadth or larger; and the apparent boundaries of all deposits; drawings of building details to show exact structural relationship and assembly details. Datum level and orientation must be marked at both ends relative to OS data.. Drawing to be labelled with context references, date, scale, and initials of drafter.

2.1.3 a plan drawing - or inclusion on a multi-context plan drawing - at a scale commensurate with the level of detail inherent in that deposit (nominally 1:20, or 1:50 for buildings), for all features and structures and for all deposits or artefact groups with spatial boundaries not defined by 'cut' features or structures. Deposits with spatial boundaries defined entirely by the boundaries of cut features and structures do not need to be drawn individually . Drawings of archaeological deposits to show accurately the position, form and material of all coarse components of 100mm breadth or larger; and the apparent boundaries of all deposits; drawings of building details to show exact structural relationship and assembly details. Orientation and at least two ground levels relative to OS data must be marked. Drawing to be labelled with context references, date, scale, and initials of drawer.

2.1.4 a photograph in digital or 35mm monochrome and colour slide format - or inclusion in a multi-context photograph. Photograph to display context references and orientation, or these details to be accurately recorded in register at time of photography. Evaluations and Assessments may utilise digital photography only. Optical 35mm format photography will normally be restricted to Watching Briefs, Excavations and Building Recording.

2.2 Unique numeric references from three mutually exclusive number sequences shall be assigned to the three basic types of primary archaeological data;

a. contexts (i.e. deposits and features) and the bulk finds therefrom
b. small finds (i.e. typologically significant materials requiring individual treatment or analysis)
c. samples (i.e. excavated soils etc. retained after excavation for flotation separation and other specialist treatments)

2.3 Secondary numeric references from non-mutually exclusive sequences can be assigned to drawings, photographic films, X-ray negatives, finds boxes, trenches or cuttings etc. These, particularly the latter category, are not stratigraphic or archaeological entities and for that reason should not appear on sequence diagrams/matrices or other forms of stratigraphic summary.

2.4 Registers or indexes of each of the record types generated shall be maintained, indicating the size and contents of the archive.

2.5 Completion of recording would be defined as the presence of the following categories of data on each record type:

2.5.1 *context/detail records*: site code, excavators initials, date, context type, location co-ordinates or chainage, constituents and form, stratigraphic relationships, references to complementary drawings and photographic film/frame numbers, references to samples/objects retained. Initials of supervisor and date accepted as completed record.

2.5.2 *sample and small finds records*: site code, excavators initials, date, originating context, sample/object type, volume/dimensions of sample/object, references to complementary drawings/photographs. Initials of supervisor and date accepted as a completed record.

2.5.3 *drawings*: reference, initials, date and scale(s), two 3-D OS or site grid references and North direction on each drawing, all contexts annotated with context number,

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key to drawing conventions unless generic conventions used (key provided elsewhere).

2.5.4 *photographs*: photographs are unique in that their content cannot be checked on-site. However, that photographs have been taken will be verified by reference to the context/sample records and the photographic register (below)

3 Recovery of Palaeoenvironmental Materials

3.1 Significant Palaeoenvironmental materials will be recovered by appropriate specialist processing of Samples of deposits, normally off-site.

3.2 Sample strategies will be specified in the Schedule of Works or elsewhere in the WSI.

3.3 Samples will be assigned unique numeric references that will distinguish the materials recovered from them from those recovered as Bulk Finds. This applies specifically to faunal remains, which are likely to be recovered as Bulk Finds and as sample residues.

3.4 Sample size, packaging and labelling will accord with *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation (*English Heritage, 2011)

4 Recovery of Finds

4.1 Significant Bulk Finds will be recovered by visual selection of an arbitrary sample during excavation by the excavator. They will be bagged uncleaned on site and labelled with a unique numerical context reference.

4.2 Three-dimensional recording of 'Special Finds/Small Finds', where requested in the WSI, will be accurate to 10mm and will be related to an OS-based co-ordinate system. All such artefacts will be assigned unique numeric references that will distinguish them from Bulk Finds to facilitate individual treatment and analysis irrespective of their apparent stratigraphic associations.

5 Processing of Finds

5.1 All retained artefacts, coarse-fraction environmental materials (animal bone etc.) and human bone to be washed, dried, bagged and boxed in accordance with *First Aid for Finds*. Washing will remove all adhering soil matrix, except where this is providing mechanical support to the artefact, so that the surfaces and, where exposed, cross-sections through artefacts can be inspected visually without further cleaning. Processing will stabilise all retained materials but will not entail any form of Analysis or material Conservation such as X-ray photography or consolidation unless this is specifically required by the contract. Bags will be 'SupaGrip' re-sealable bags or similar transparent plastic self-seal bags with matt 'write on' strips on one side. Materials likely to be mixed during Assessment or Analysis, such as pottery, worked flint or animal bone will, in addition, be marked with an indelible site/project/museum accession code and context reference.

523 The materials from each context to be catalogued by number and weight. The catalogue – or 'Context Finds Record' - will record the proportions of the recovered assemblages that have been processed, retained and discarded for every context and for the site as a whole. The CFR will not include detailed descriptions or interpretations of the catalogued items, other than simple key word descriptions and broad chronological/cultural categories. The CFR will constitute part of the archive and, as such, will be checked and signed by a supervisor.

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5.3 Fragile materials will be boxed separately from heavy materials. All boxes and bags etc. to be labelled with site code, context range, and contents range.

6 Processing of Palaeoenvironmental Materials

6.1 Materials will be processed In accordance with the appropriate clauses of *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation (*English Heritage, 2011)

6.2 Retained samples to be double-bagged or stored in sealed rigid plastic containers, away from direct contact with day light. All samples to be double-labelled (inside and out) with waterproof labels and marked with side code and sample numbers.

6.3 Flots and residues to be dried, weighed and scanned for gross contents; results to be appended to 'Sample Records', flots to be stored in rigid transparent containers marked with side code and sample number, residues to be stored in plastic bags labelled with side code and sample number.

7 Processing of human remains

7.1 Human skeletal material, cremated bone and cremation-related deposits (pyre debris etc) will be processed in accordance with *IFA Technical Paper 13* (McKinley and Roberts, 1993). Note, IFA 13 does not require marking of human remains from undisturbed or un-mixed deposits.

8 Metric survey

8.1 Metric survey, whether undertaken as a components of an archaeological investigation or as a stand-alone item of work, will accord with the appropriate section of the English Heritage *Metric Survey Specification* in its capture, processing and presentation of data, unless otherwise stated in the contract documents.

9 Archive compilation

9.1 Materials retained and accompanying records to be compiled into fully indexed and cross-referenced archive in accordance with the guidances of Appendix 6 of *MAP2* (English Heritage, 1991).

9.2 The archive and its components to be cross-referenced and ordered in a manner that would allow someone not familiar with the circumstances of the project to construct a descriptive report without recourse to verbal communication with the excavators.

9.3 Archive to comprise, as a minimum:

Index/Contents list; indicating order, form and number of each component including boxes of finds and samples.
Registers; of contexts, drawings, photographs, samples and objects
Written records (context, sample, object, bulk finds)
Drawn records
Photographic records
Processed Finds, bagged and boxed
Processed Palaeoenvironmental Materials, bagged/boxed, including samples retained by Specialists.

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Digital data on CD in a format acceptable to the ADS

9.4 Written and drawn archive to be microfilmed within 12 months of completion of site works, in accordance with guidance of *National Monuments Record Centre*: i.e. Diazo and one copy to the NMRC, one copy to the museum with the archive.

9.5 Microfilmed archive and selection of representative photographs to be transferred to CD within 12 months of completion of site works.

F ASSESSMENT and REPORT

1 Assessment is defined here as a preliminary level of examination designed to establish the need for and nature of more-detailed analysis. It involves the superficial examination of assemblages by experienced and competent specialists and the presentation of their opinions. It is not a 'Level 3 Report', as defined by Frere, nor is it a pilot study of sub-samples to the level of detail that would normally be applied to full Post-Excavation Analysis. It should not involve any metric measurement or computer data entry other than for the purposes of basic quantification. Except for stratigraphic data, the Assessment report would not normally contain any illustrations other than simple site location and extent drawings, except where such illustrations are essential for conveying important information that cannot be summarised in prose.

2 Assessment, Analysis and Reporting of Palaeoenvironmental assemblages will follow the guidances of *Environmental Archaeology* (English Heritage, 2011); Assessment, Analysis and Reporting of Human Remains will follow *Human Bones from Archaeological Sites* (English Heritage, 2017) and, for cremated remains and related deposits, *IFA Technical Paper 13* (McKinley and Roberts, 1993).

3 Small assemblages of related material types (such as metals, building materials etc.) can be grouped for Assessment Report purposes where individual description would be likely to result in repetition. Very large assemblages and certainly those >20% larger than the anticipated quantities should be sub-sampled for Assessment and the relative size of the sub-sample made explicit in the resultant report.

4 Stratigraphic assemblages (i.e. the recorded stratigraphic data) should be summarised, not described. Detailed stratigraphic analysis (i.e. Harris Matrices and phasing) should not be undertaken and illustrations should be included only when essential for conveying information that cannot readily be summarised in prose. For stratigraphically simple sites, such as those of a rural setting, 'all features' plans will be acceptable as an accessible way of summarising the spatial layout and stratigraphic complexity of the recorded deposits, but such illustrations are not feasible for deeply stratified 'urban' sites and the alternative – phase plans – will invariably prove costly and ephemeral. For sites of that type, it may prove more cost-effective to summarise the complexity of the stratigraphic data with composite section drawings, if necessary. The prose summary should indicate the range of deposit types, their stratigraphic integrity and complexity and the extent which those two qualities – integrity and complexity – are complemented by secure dating evidence and cultural materials such as artefacts and palaeoenvironmental remains. For 'urban' type sites, the assessment should present an approximate volumetric analysis of the deposits revealed and investigated, i.e. the approximate volume of archaeological deposits within the site, the volume of deposits of each chronological phase (basic epochs will be acceptable) and the proportion of those deposits investigated manually.

5 The resultant report will be brief, capable of rapid assimilation and would not be intended for academic publication. It will conform, broadly, to the guidance of Annex 2 of the IFA Standard and Guidance for Archaeological Excavation and to the generally accepted norms of technical report writing common to the Professions;

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i.e., keeping descriptive results separate from methodological statements and interpretative conclusions. It will display a high standard of grammar and sentence structure. Sentences such as: "*Trench 3 which was located 15 metres north of Trench 2 and measured 3m x 2m x 1.5m deep and was excavated by mechanical excavator to a depth of 1.2 metres after which all excavation was done by hand, produced …….which is interpreted as an early Roman……..and 400kg of non-diagnostic Samian….."* exemplify poor report structure and will not be accepted. Assessment must conclude with a considered opinion of the archaeological significance and potential of the recovered assemblages. Opinion must make reference to comparable published sites and the extent to which the data might reasonably be anticipated to fulfil published research agenda (where applicable), and must address the stratigraphic integrity of the assemblages. Specifically, Specialists proposing detailed Analysis and Publication must be able to demonstrate how that will benefit academic archaeological research.

6 The Assessment report *in toto* will comprise the individual Assessments of each class of data, together with introductory and concluding texts and, where necessary, appropriate illustrations. Together, these will present the data at four levels of detail:

6.1 1). A single 'executive' summary of approximately 500-1000 words.

6.2 2). A narrative summary of approximately 500-1000 words for each class of data presenting: A basic quantification; a description of the chronological, material, stratigraphic and spatial range; a description of the quality of the material/data; and reference to features of particular significance. Assessment of Human Remains assemblages will, additionally, calculate minimum numbers represented by the articulated and disarticulated assemblages.

6.3 3) Conclusions presenting an intellectually argued assessment of the potential of the data to complement the archaeology of the sites geographic setting and the chronological periods or material cultures represented in it. A negative conclusion – i.e. that the results could not enhance relevant studies and therefore do not warrant analysis and publication – is acceptable and will be considered by the assessment.

6.4 4) Tabulated quantifications and unedited 'Specialist' reports presented in appendix form, possibly in a separate volume.

7 Assessment reports will normally be circulated widely, outside the contractual parties, especially for sites of exceptional significance. For that reason, Assessment Reports will not present detailed Project Designs or costings for further work such as Analysis and Publication. If required by the Contract, such information will presented as a separate proposal or tender prepared 'at risk' by the Contractor.

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G ANALYSIS and PUBLICATION REPORTS

1 The programme of Analysis and the format of the resultant Report will be specified in the Assessment report.

2 The Report will conform to that Specification and will be acceptable in draft form by the appropriate publishing journal specified.

H CONTRACT MANAGEMENT REPORTS and FINANCIAL STATEMENTS

1 Progress reports will be dated and sequentially numbered. Each will define the calendrical period covered. Each will: summarise the approximate proportion of the works completed within that period and the proportion of the works completed to date using the site or works references cited in the schedule of works; the approximate quantities of materials recovered, assessed, discarded and retained; the approximate number of samples retained and processed. It will state how many operational staff/specialists have been employed on the project during the previous month and their grades (relative to charge rates).

2 Financial statement will summarise payments received (from the Employer) to date, sums claimed for/invoiced/outstanding at the date of the statement together with the Pricing Schedule items these sums relate to, and will estimate actual costs for each of the costed Site Operations items in the pricing schedule/bill of quantities. The financial statement and the progress report can be presented as a single document or as separate documents.

3 Invoices should be broken down according to the structure of the Pricing Schedule/Bill of Quantities so that sums claimed-for can be compared with the Contract Sum and the measured quantities. If the Archaeological Contractor's *pro formae* invoices cannot accommodate this volume of detail, it should be provided on an accompanying schedule. (The latter should prove to be a simple 'cut and paste' from the financial statement).

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EDUCATION

2010-2016 Bath University. MPhil Architectural History and Theory (p/t)
2004-2007 UWE Bristol. Grad Dip Building Surveying. (p/t) (Distinction and RICS Prize)
2002-2003 City College, Bath. City and Guilds 3D Autocad (43501-3)
1998 - 1999 City College, Bath. City and Guilds, AutoCAD (43501-1)
1996-1998 University of Bournemouth. PgDip Building Conservation (p/t)
1977-1981 University of Bradford. BSc Archaeological Sciences.
1971-1977 Sandbach School, Cheshire; British School of Brussels, Tervuren, Belgium

PROFESSIONAL QUALIFICATIONS

Member (MCIfA): Chartered Institute for Archaeologists.
Member (IHBC): Institute of Historic Building Conservation

LANGUAGES SPOKEN

French (Basic), German (Basic)

EMPLOYMENT HISTORY

Nov 1996 to present: Proprietor, *Michael Heaton Heritage Consultants.*
Sep 1986 - Nov 1996: Senior Project Officer, *Wessex Archaeology Ltd*, Salisbury.
Aug 1981 - Aug 1986: Freelance archaeological supervisor/excavator

ASSOCIATIONS

Member: Historic Churches Commission for the Catholic Dioceses of Southwark, Arundel & Brighton, Portsmouth, Plymouth and Clifton (Committee member)
Trustee: Construction History Society (Membership Secretary)
Member: Society of Architectural Historians of Great Britain
Member: Ancient Monuments Society
Member: Vernacular Architecture Group
Advisor: Wild Trout Trust (riparian habitat diversity projects)
Member: Society for the Protection of Ancient Buildings
Member: Ecclesiological Society
Member: Society for Church Archaeology

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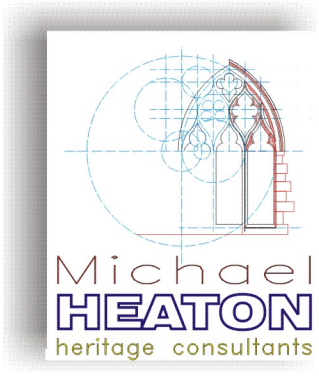

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