HPS

Professional Archaeological Services

Calne Baptist Church, Castle Street, Calne, SN11 0DX

Written Scheme of Investigation

Programme of Archaeological Investigation & Recording

15 August 2023

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1. Introduction

Project Background

1.1. This document sets out the methodology for a programme of archaeological investigation and recording on land at Calne Baptist Church, Castle Street, Calne, SN11 0DX (the Project Site).

The Programme of Work is required under Wiltshire Planning Permission Ref: PL/2022/06692, Condition 4, which states that "No development shall commence within the area indicated by application PL/2022/06692 until:

a) A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and

b) The approved programme of archaeological work has been carried out in accordance with the approved details.

REASON: To enable the recording of any matters of archaeological interest.

1.2. The specific requirements of the programme of investigation have been set out in correspondence from Wiltshire Council Archaeology Service (WCAS), in a Consultation Comment dated 6th October 2022.

1.3. The follow advice was given in relation to the approved development programme-

"The application area lies within in an area of high archaeological potential with archaeological features of Iron Age, Roman and medieval date having been identified within close proximity. The site of Calne Castle is also believed to lie close by. Moreover, the Historic Environment Desk Based Assessment submitted with this application has further clarified the areas archaeological potential and the harmful impacts of the proposed development on the archaeological resource.

Considering this information, we would advise that a Programme of Archaeological Works should be undertaken to mitigate damage to archaeological remains. This should comprise: (i) a Strip, Map and Record Archaeological Excavation ahead of any intrusive groundworks to

the north, west and south of the existing buildings. (ii) a programme of archaeological monitoring on any demolition of existing structures below the current ground surface and any further intrusive groundworks not covered by (i) above." (Comment Number WC-22-10-246450).

1.4. Considering the approved plans, it is recommended here that low impact works to the north of the existing church be subject to a programme of archaeological monitoring and recording during groundwork (watching brief), which will form phase two of the programme of investigation.

1.5. This project will be completed under reference HPS-564/23.

2. The Project Site

2.1. Calne Baptist Church is located to the west of the town on a plot of land bound to the south by the route of the Calne Branch of the former Wiltshire and Berkshire Canal, cut between 1796 to 1810. Although formerly abandoned by Act of Parliament in 1914, part of the Calne Branch has remained open. The chapel is accessed south off Castle Street.

2.2. The current chapel was constructed in 1817 on land within the grounds of Castle House, the façade of which remains today as the Grade II listed no. 7 Castle Street (List Entry Number: 1246408).

2.3. The mid-20th century Manse is located to the west of the chapel on land formerly belonging to Castle House.

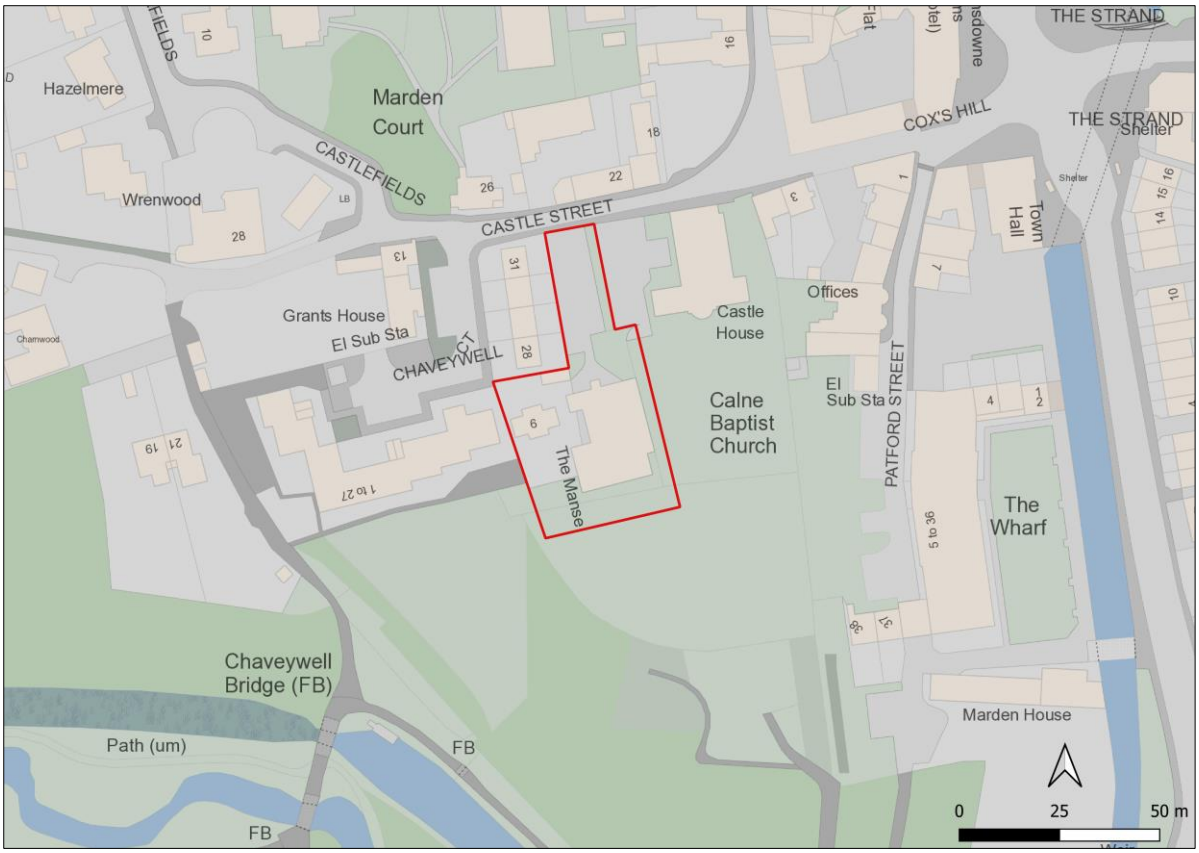

Figure 1: Detailed Project Site location, outlined in red. Centred on ST 99632 70910.

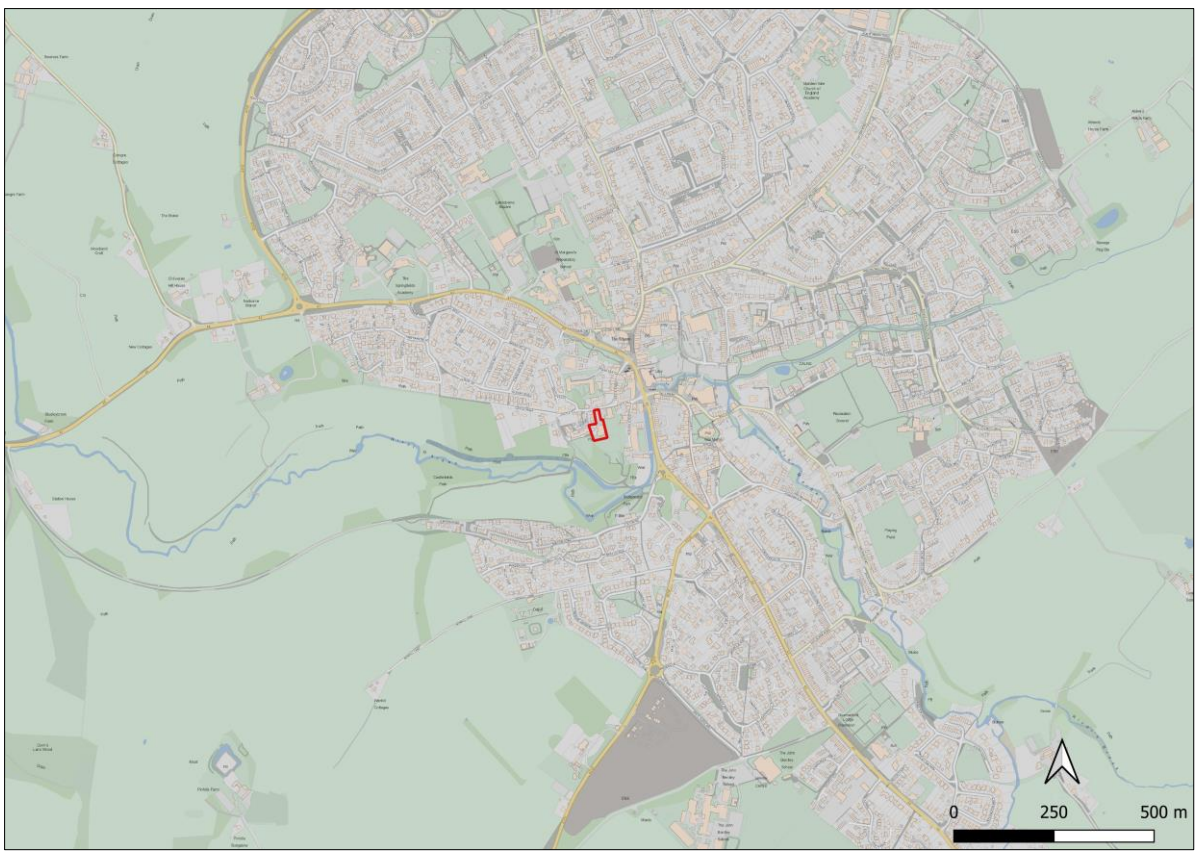

Figure 2: General Project Site Location, outlined in red. Centred on ST 99632 70910.

2.4. The origins of the Baptist ministry in Calne are considered to date to the mid-17th century. In 1927 the Wiltshire Times and Trowbridge Advertiser carried an account of the history of the Castle Street church stating that carpenter Thomas Ladd led a congregation of 20 to 30 people who used to meet in the house of Mr. James Stratton of Castle Street. Stratton's house was said to have been "structurally altered" to accommodate the worshipers. By this it is assumed that the resultant building took the form of a rudimentary hall / chapel. The building was reported to have been blown down in the storms of 1703 and the following year the second chapel was erected on land off Castle Street.[1]

2.5. The small congregation was led by laymen throughout the early period until the mid-18th century when Jonathan Watts took over the pastorate, travelling each week from Bristol to conduct the Sabbath worship for twenty years.[2]

2.6. In 1776 the chapel gained its first resident pastor in the form of Isaac Taylor of Bristol College (c. 1758 – 1810). Taylor reputedly lived at Ratford, carrying out baptisms beneath Ratford Bridge until eventually a baptistry was built within the chapel in 1788 (Crowley 2002). Taylor is attributed with starting the Sunday School at the chapel in 1804 with the aim of educating working class children within the town.[3]

2.7. Following his death in 1810 Taylor was succeeded by Joseph Stennett (c. 1762 – 1838). The third and current chapel was erected under Stennett's ministry with opening services commencing in May 1817.[4] The vestry was added to the chapel in 1832, followed by a schoolroom to the east side in 1858 and the principal north elevation was rebuilt in 1865 (ibid).

2.8. An article published in the Devizes and Wiltshire Gazette documented that the new Baptist Chapel was difficult to reach, due to a row of cottages and lands standing between it and Castle Street to the north. The cottages and land that formed part of the west gardens of Castle House belonged to Henry Petty Fitzmaurice, 3rd Marquis of Lansdowne (1780/81 – 1863), then resident at Bowood House. On hearing of the issues, it is documented that Fitzmaurice promptly had the cottages demolished and the land leased to the trustees of the Baptist chapel for 99 years at a nominal rent.[5] This led to the creation of the new entrance, access from Castle Street and repairs to the chapel which took several weeks to complete.[6] The date of the changes is not documented, however the cottages and gardens are clearly shown on the Calne Tithe Map dated

[1] Wiltshire Times and Trowbridge Advertiser - Saturday 23 April 1927
[2] Wiltshire Times and Trowbridge Advertiser - Saturday 23 April 1927
[3] https://www.calne-baptist.org.uk/history.html
[4] Wiltshire Times and Trowbridge Advertiser - Saturday 23 April 1927
[5] Born Henry Petty, the Marquis legally changed his name to Henry Petty-Fitzmaurice in 1818.
[6] Devizes and Wiltshire Gazette - Thursday 05 August 1847

1843. The newspaper article is dated 1847 and refers to the works in the past tense. Therefore, it is assumed that the works had been recently carried out when the article was published.

2.9. Buckinghamshire born William Henry James Page (1843 – 1939) became Pastor of the Castle Street Chapel in 1866 before removing to Sloane Street Church in Chelsea in 1880 for 13 years. As a young man Page had entered Spurgeon's newly founded Pastors' College where he met with founder Rev. Charles H. Spurgeon (1834 – 1892), an influential figure in the Reformed Baptist movement.[7] Spurgeon had been Paster of the New Park Street Chapel in Southwark (1854), at the time the largest Baptist congregation in London. The congregation moved to the purpose-built Metropolitan Tabernacle at Elephant and Castle in 1861, around the time that Page was a student at the Spurgeon's College.[8]

2.10. In the late 19th century Page was advised to move back to the countryside due to ill health. Following doctors' orders, he returned to his ministry in Calne in 1893. Despite failing sight contributing to Page's retirement in 1909, he continued to be active in the church into his 80s.

2.11. Rev. A. E. Johns took the role of Pastor and under his ministry the Chapel was thoroughly renovated, with organ chamber constructed, electric light installed, new choir seats built, and "decorations added with much taste". The schoolrooms were also renovated. The whole scheme was planned for completion by May 1927 at a cost of £700.00.9

2.12. Page passed away in 1839 and a memorial tablet was unveiled in June 1940 as a tribute to his life and works. The memorial service was attended by the then Mayor and Mayoress of Calne and three former Mayors of the town. All had been members of the church. The short service was conducted by minister Rev A. Glen Smith.[10]

2.13. The tablet read "to the Glory of God, for the Life and Work of William Henry James Page, Pastor at this Church 1866 – 1880 and 1893-1909, Preacher of the Gospel for 82 years. Called to high service January 1939, aged 96 years".

2.14. The congregation were asked to contribute to the Manse fund, with Page's daughter contributing a small piece of gold that her father had gifted her. The Manse was hoped to be a great memorial to Page, and it was important to his family that he was not remembered by debt.[11]

[7] Spurgeon's College was founded in 1856 with the mission of providing practical theological education.
[8] Wiltshire Times and Trowbridge Advertiser - Saturday 21 January 1939
[9] Wiltshire Times and Trowbridge Advertiser - Saturday 23 April 1927
[10] Wiltshire Times and Trowbridge Advertiser - Saturday 22 June 1940
[11] Wiltshire Times and Trowbridge Advertiser - Saturday 22 June 1940

2.15. The Manse was eventually built in the mid-20th century on land to the west of the chapel, which had formerly formed a part of the garden belonging to Castle House.

3. Archaeological Potential

3.1. The information below is summarised from the recent Historic Environment Desk Based Assessment prepared in support of the current planning application (Driscoll, 2022). Evidence suggests a high potential to encounter Roman and Medieval archaeology in close proximity to Calne Baptist Church, including evidence of the putative Calne Castle on land to the south. Due to the development of the Baptist Chapel in the 18th century, there is also potential to encounter evidence of human burial within the grounds.

Prehistoric

3.2. Activity dating to the Prehistoric period has been recovered from land close to the development area. Lithics have been recovered from Castlefield Park to the south of the Project Site implying activity in the general vicinity in this period. Prehistoric pottery (Bronze and Iron Age) was also found directly to the south of the Project Site. Finds were likely to have been residual as they were identified in disturbed contexts.

Roman

3.3. Roman pottery was also recovered from the excavations at Castlefield Park, close to the southern area of the Project Site. This included pottery from sealed Roman contexts with associated tesserae, floor and roof tiles and small finds. The presence of these finds is considered to be indicative of a previously unknown Roman building or settlement in this part of Calne (Holley 2011: 111).

Medieval

3.4. Calne is recorded as a large settlement in the Domesday Book with 44 villagers, 80 smallholders, 14 slaves, 11 other population, 10 freedmen and 70 burgesses.

3.5. There have long been rumours of a castle in Calne, but the precise location has alluded researchers. Castle House occupying the plot immediately east of the Project Site potentially

sits on the site of the castle (WHER MWI5200) and archaeological monitoring during the development of the site in the 1960s and 1970s identified several walls within the garden area, including one to the south of the house running in an east-west direction and another in the garden to the southwest of the house (Holley 2011: 122). The location of the walls raises the potential for the structural remains to encroach upon the Project Site.

3.6. The excavations at Castlefield Park have demonstrated the survival of buildings including one with a possible round tower with a putative Medieval date (Holley 2011). Whether this is a remnant of the castle is not clear. There is no formal documentary evidence confirming that a castle existed at Calne, although there is a range of anecdotal accounts.

Post Medieval

3.7. Due to the location of the Project Site within grounds belonging to Calne Baptist Church, the potential for associated burials is high. Documentary evidence suggests that burials occurred on the site prior to the establishment of the non-conformist cemetery in Curzon Street in 1867. It is noted that there are stone ledgers laid to the north of the church, although these are likely to have been moved from their original locations during the landscaping of the access and carpark area. Land to the west of the church was landscaped and enclosed in the mid-20th century during the erection of the Manse. Works would have necessitated the relocation of any memorials in this location. Land to the south bears no evidence of burial, although the land here is noted to be uneven and may indicate subterranean structures associated with potential 18th and early 19th century burial.

Summary

3.8. Records show that there is potential to encounter archaeology dating from the Prehistoric, Roman and Medieval periods, with potential for remains of the putative castle to be preserved to the south of the current church.

3.9. There is also evidence of Post Medieval burial associated with the formative years of the church, predating the opening of the cemetery for non-conformists in 1867. Burials preserved to the north of the Project Site, in the region of the long access and parking area, are unlikely to be disturbed by the forthcoming groundworks. Any in situ burials to the south and west of the existing buildings are more likely to be impacted by groundwork associated with the development of the new church and community centre.

4. Aims of the Project

4.1. All work will be undertaken in accordance with the CIfA Standard and guidance for archaeological excavation (CIfA 2020), and aims to:

- Determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the Project Site in order to establish a better understanding of the development and use of the Project Site with a view to moving the proposed septic tank should it prove to be cited over complex or significant archaeology;
- To establish and record the extent, character, date, condition and significance of any surviving archaeological remains, to an appropriate level and within the constraints of the Project Site. Again, this will be to inform any possible redesign/relocation of the proposed off-mains septic tank with associated pipework, collection chamber and filtration unit;
- Establish the relationship of any remains found to the surrounding contemporary landscapes;
- Undertake sufficient post-excavation assessment to interpret archaeological features and phasing identified during site works and to place these within their local and regional context;
- Create a site archive for deposition in a suitable repository.

5. Methodology

5.1. The programme of work will be carried out in two phases. Phase one will comprise a programme of Strip, Map and Record on land to the south and west of the existing buildings. The area has been set out in Figure 3 (below) covering 467 sq. m of the development area, including the area of landscaping to the south in the location of the new terrace.

Phase One Strip, Map and Record

5.2. Prior to the commencement of groundwork, land to the south and west of the existing buildings will be reduced to the level of the subsoil or archaeological horizon (whichever is encountered first), to allow for the development area to be assessed for the potential survival of archaeological deposits.

5.3. All mechanical excavation will be undertaken using a toothless ditching bucket and will be constantly monitored by the attendant archaeologist(s).

5.4. The surface of exposed archaeological deposits will be cleaned by hand. All archaeological features and deposits exposed in the SMS area will be recorded and excavated for the purpose of clarifying the nature of the remains. If an exceptional number and/or complexity of archaeological deposits are identified, the excavation will aim to be minimally intrusive but still sufficient to resolve the principal aims of the excavation, to a level agreed with the Wiltshire Council Archaeology Service.

5.5. All spoil will be visually examined and scanned with a metal detector for the purposes of finds retrieval. Artefacts and other finds will be collected and bagged by context. As commented below soil will be sieved for finds retrieval and any artefacts will be treated in accordance with *First Aid for Finds* (Watkinson and Neal 1998).

5.6. The following, minimal sampling levels are proposed:

- 50% of all discrete archaeological features (e.g., post holes, pits etc);
- 50% of all structural features (e.g., ditches, gullies, beam slots) including any terminals and feature intersections;
- Where surviving, in-situ built remains (e.g. walls etc) are found these will be cleaned and recorded but not excavated until further discussion has been had with WCAS on the prudence of such process;
- 50 to 100% of features or deposits related to domestic and/or industrial activity (such as kilns, ovens etc) will be undertaken;
- Any deposits relating to funerary/ritual activity will be 100% sampled;
- Excavation of human remains is covered below;
- 10-20% of linear features (e.g. gullies, ditches etc);

5.7. If the sampling levels outlined above are not sufficient to the significance of the archaeological remains within the Phase 1 area, the programme of work will be reassessed in consultation with Wiltshire Council Archaeology Service.

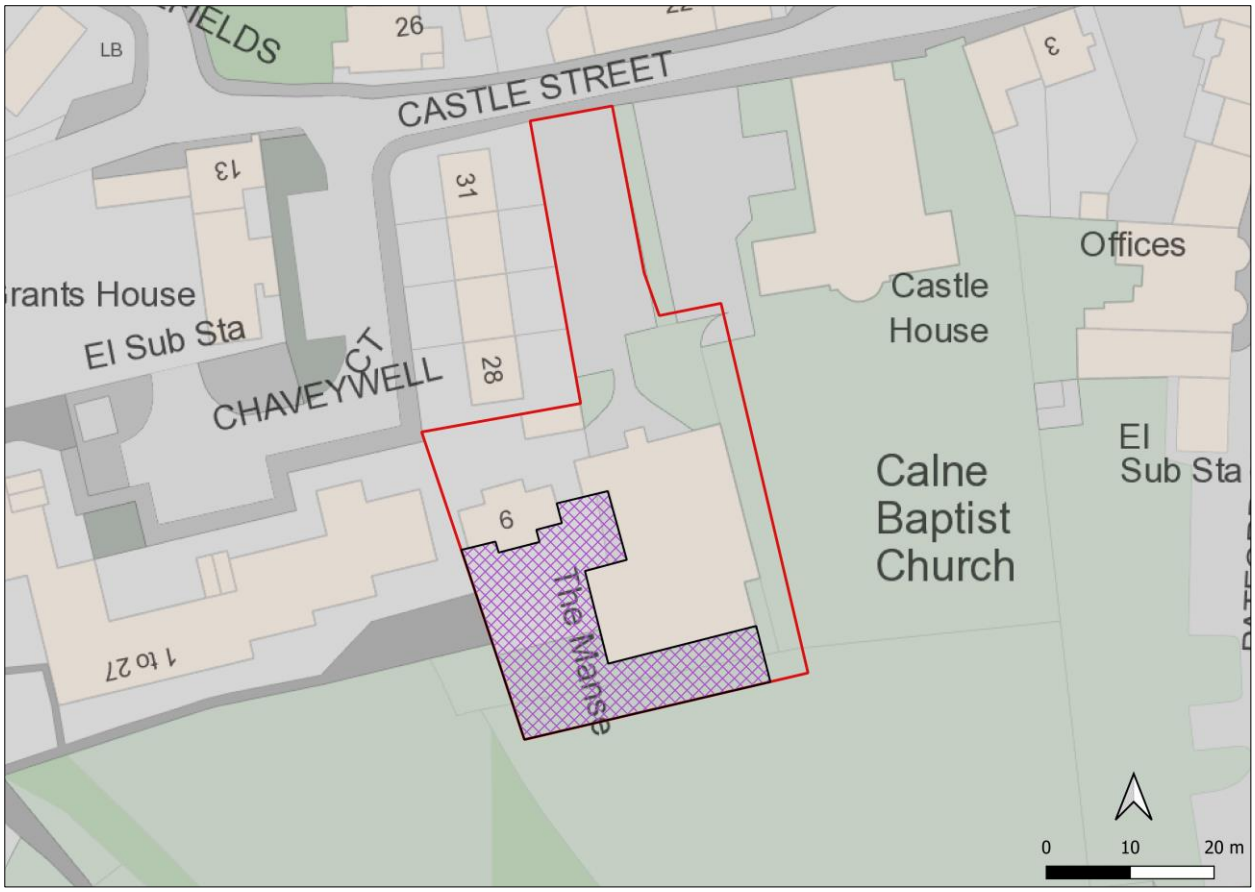

Figure 3: Location of Strip, Map and Record to the south and west of the existing buildings covering 467 sq m.

Phase Two: Programme of Archaeological Monitoring and Recording

(Watching Brief)

5.8. The programme of work will monitor all significant groundwork associated with development of the new church and community centre, including landscaping within the area to the north of the existing buildings.

5.9. All mechanical excavation will be undertaken using a toothless ditching bucket and will be constantly monitored by the watching archaeologist.

5.10. The watching archaeologist may ask for groundwork to be halted temporarily to allow for investigation to be carried out. Where necessary, the area of archaeological interest will be defined and protected in advance of further investigation.

5.11. Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the aims of the project.

General

5.12. All spoil will be visually examined and scanned with a metal detector for the purposes of finds retrieval. Artefacts and other finds will be collected and bagged by context.

5.13. In the event that significant, complex or well-preserved archaeological deposits are identified, for which the scope of the approved WSI is insufficient, the attendant archaeologist will halt the groundwork and inform the contractor, the client and Wiltshire Council Archaeology Service (WCAS) that a revised strategy may be required. The revised strategy and additional funds will be agreed with the client.

Human Remains

5.14. Any human remains (articulated or disarticulated, cremated or unburnt) discovered will be left in situ, covered and protected. They will be treated with respect and decency at all times.

5.15. HPS's nominated osteologist will be informed immediately and no further work on human remains will take place until a strategy for their recording/excavation is agreed with the relevant parties. It is preferable that human remains are not removed or disturbed at all and if they are discovered, re-siting of the development proposal is preferable.

5.16. Where removal of human remains is deemed necessary and unavoidable, exhumation will only take place under an appropriate licence from the Ministry of Justice (MoJ) and environmental health regulations. Removal of human remains will be in compliance with the Disused Burial Grounds Amendment Act 1981.

5.17. Where appropriate, assessment of the human remains will be undertaken by the nominated osteologist in the field. Where there are a large number of human remains, the osteologist will be asked to be permanently present on site (in accordance with the guidance set out in *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England 2018).

5.18. Where they are to be excavated, human remains shall be cleaned with minimal disturbance, prior to their recording and removal. Excavation of human remains will be undertaken by suitably

qualified staff and in accordance with the *Updated Guidelines to the Standard for Recording Human Remains* (Mitchell and Brickley 2017), *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England 2018) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Advisory Panel on the Archaeology of Burials in England 2017).

5.19. Excavation of inhumations, cremations and other ritual (or possible ritual) features or deposits will take priority to limit potential for erosion, destruction or deterioration.

5.20. Where excavation of inhumations, cremation burials and other funerary related deposits is to occur with will be 100% sampled. This should ensure adequate retrieval of small bones, calcified fragments (such as arterial plaques, bladder stones etc) and small artefacts.

5.21. Where graves are identified (but human remains have not been yet identified), excavation will cease and the situation reviewed with the Wiltshire Council Archaeology Service.

5.22. Human remains will be fully recorded, excavated and removed from the site in compliance with the terms of the Ministry of Justice licence and the final deposition of human remains (following any osteological work needed) will comply with the terms of the MoJ licence.

Faunal Remains

5.23. Recovery of faunal remains will be undertaken in line with *Animal Bones and Archaeology – Recovery to archive* (Baker, Worley *et al*. 2019). Where appropriate, and in consultation with the nominated Faunal Specialist (see list of specialists below) this may involve:

- Hand collection for the recovery of bones, teeth and large specimens;
- Sampling to retrieve a representative range of animal bones, including those not often recovered by hand), from stratified and well-sealed deposits;
- Flotation and coarse-sieved sampling for the recovery of charred plant remains and bone assemblages (including tiny bones and teeth)

Treasure

5.24. Heritage Planning Services will immediately notify the client, WCAS and the Portable Antiquities Scheme Finds Liaison Officer for Wiltshire on the discovery of any material covered, or potentially covered, by the Treasure Act 1996 (as amended by The Coroners and Justice Act 2009). All information required by the Treasure Act (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

Recording

5.25. All archaeological deposits and features will be recorded using Heritage Planning Services LTD pro forma recording system. A complete drawn record of excavated archaeological features and deposits will be made, including plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the Ordnance Survey (OS) National Grid. The Ordnance Datum heights of all features will be calculated, and the levels added to the drawings.

5.26. A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels.

Survey

5.27. A survey of all archaeological features will be carried out using a TST. All survey data will be recorded in OS National Grid coordinates and heights above OD. In the event that it is not possible to use the survey equipment, archaeological features will be located to client plans or to features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

Finds

5.28. All Archaeological finds will be retained.

5.29. Where appropriate, soil samples may be taken and sieved to aid 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).

Environmental Sampling

5.30. A structured programme of environmental sampling appropriate to the aims of the excavation will be implemented. The primary aims will be to obtain information relating to the function of any buildings or structures (such as subsistence, craft etc) and to date them. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be undertaken in line with principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015).

5.31. For dry deposits, bulk samples for the recovery of charred plant remains, small bones and finds will be taken from sealed and datable features such as pits, ditches, hearths, floors and the foundations of clearly dateable walls (where possible). Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.

5.32. In general, features directly associated with particular activities (e.g. pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) will be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.

5.33. Dry deposits will normally be processed by flotation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated.

5.34. The material will be scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses and discarded following final reporting.

5.35. Where there are good conditions for the preservation of bone and where agreement has been reached relating to their excavation (see para 5.21), all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate. 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 deposits, the sample will be artefact 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.

5.36. Wet deposits are not generally expected. However, should wet deposits be encountered, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. Here samples will be of 20 litres.

5.37. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.

5.38. 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 (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

Scientific Dating

5.39. Provision will be made for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic, OSL and thermoluminescence, where these are deemed necessary. The advice of the Historic England Regional Scientific Advisor will be sought in advance of the application of these techniques.

5.40. This will be undertaken in line with Radiocarbon Dating and Chronological Modelling Guidelines and Best Practice (Bayliss and Marshall 2022).

6. Post Excavation

6.1. All written and drawn records will be collated, checked for consistency and stratigraphic relationships. The results will be preliminary phased using stratigraphic relationships and the spot dating from finds. A written description will be made of all significant features and deposits. Results will be ordered by period and/or feature group as appropriate.

Finds

6.2. All finds will be washed, weighed, counted and identified as a minimum and recorded to an appropriate level. The report will include a table of finds by feature/context.

6.3. Metalwork from stratified contexts will be X-rayed and stored in a stable environment. The X-raying of objects and other needs will be undertaken by Wiltshire Conservation Service.

6.4. Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum authority and generally in accordance with the standards of the CIfA (2014).

Environmental Samples

6.5. Bulk soil samples will be processed by a specialist using standard flotation methods as detailed below:

6.6. The material will be scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses and discarded following final reporting.

6.7. 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 deposits, the sample will be artefact 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.

6.8. Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

7. Reporting

7.1. A draft post excavation assessment report will be submitted for approval to WCAS for comment, within three months of the completion of the archaeological fieldwork. If there are significant results requiring an extended programme of post excavation assessment, an extension will be requested.

7.2. The report shall contain the following as a minimum:

- A frontispiece detailing the site name, grid reference, report author(s), project dates, project title and reference number and planning application number;

- A non-technical summary;
- Historic Background;
- The dates of the programme of work;
- The aims and methodology;
- The results of the programme of work including Post Excavation assessment;
- Selected images from the photographic record;
- Interpretation of the historic materials;
- Supporting illustrations;
- Archive preparation and deposition arrangements;
- Updated Project Design in the event of significant results requiring full specialist assessment beyond the scope of the Monitoring and Recording;
- References.

7.3. A hardcopy and digital copy of the final report will be deposited with the WCAS, along with surveyed data in shapefile format.

7.4. In the event of low-level results, a note will be prepared for publication in a suitable journal.

8. Project Archive Storage and Curation

Museum

8.1. The complete archive will be prepared following the standard conditions for the acceptance of excavated archaeological material by Wiltshire Museum Devizes, and in general following nationally recommended guidelines (SMA 2012; CIfA 2020; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project.

8.2. Provision has been made for the long-term storage of any resulting archive in the post fieldwork costs.

8.3. Wiltshire Museum has been notified of the project.

8.4. Prior to deposition all material, digital and documentary archives will be held at the registered offices of Heritage Planning Services Ltd.

Transfer of Title

8.5. On completion of the programme of work every effort will be made to persuade the legal owner of any finds recovered to transfer their ownership to the museum, in line with a written agreement. This excludes human remains and any objects covered by the *Treasure Act 1996 (as amended by the Coroners and Justice Act 2009)*.

Oasis

8.6. An OASIS online record has been created with key fields completed. The record will be completed at the end of the project. 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 ArchSearch catalogue.

9. Schedule & Personnel

9.1. A minimum of 2 weeks' notice will be given to WCAS prior to the commencement of fieldwork. Reasonable access will be afforded to WCAS for the purpose of monitoring progress on site.

9.2. The project will be managed by Heritage Planning Services. The Project Manager will be Sam Driscoll MCIfA (Mob: 07825 550271).

9.3. The following key specialists will be earmarked to the project for post excavation specialist reporting where necessary.

Roman pottery and finds – Dr Jane Timby
Medieval - Post medieval ceramics –Dr Alejandra Gutiérrez Durham University
Osteology – Joss Davis (BA, MA), Dr Heidi Dawson-Hobbis
Faunal remains – Lorrain Higbee, Wessex Archaeology Limited
Environmental Archaeology - Quest (Reading University)
Small Finds – Sarah Newns Avon Archaeology or Dr Jane Timby
Clay Tobacco Pipe – Sarah Newns Avon Archaeology or Peter Hammond (Society for Clay Pipe Research)
Prehistoric Lithics – Dr Katharine Walker FSA, University of Bournemouth
Radiocarbon Dating – Dr Tim Knowles, University of Bristol AMS Lab
Archaeometallurgy – Dr Tim Young, GeoArch Ltd

Glass – Dr Rachel Tyson

Prehistoric ceramics – Dr Paul Driscoll or Matt Leivers Wessex Archaeology

10. Health & Safety

10.1. Issues of *Health and Safety* come before any and all archaeological matters. Archaeological staff will not work in unsafe conditions, even where not doing so will result in the possible under-recording of the archaeological resource.

10.2. Archaeological staff will operate under Heritage Planning Services Ltd Health and Safety Policy and other additional requirements set out by the main contractor.

10.3. Heritage Planning Services Ltd will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation.

10.4. We reserve the right to carry out a Risk Assessment on the first day of the programme of work.

11. Copyright

Archive and Report Copyright

11.1. The full copyright of the written/illustrative/digital archive relating to the project will be retained by Heritage Planning Services Limited 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.

11.2. Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Heritage Planning Services Limited for the purposes of archaeological research, or development control within the planning process.

Third Party Data Copyright

11.3. This document, subsequent reports and the project archive may contain material that is Heritage Planning Services Limited copyright (eg, Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Heritage Planning Services Limited are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Heritage Planning Services Limited. 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.

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