AH
Heritage Planning

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5 St Margaret's Street
Bradford On Avon
Wiltshire
BA15 1DA

Written Scheme of Investigation: Archaeological Field Evaluation

AH Project Ref: AH1265
Planning Application no: 20/08674/FUL

December 2021

REGISTERED ORGANISATION CIfA

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Prepared by	Sue Farr
Date	December 2021
Issue no.	01
Approved by	Rob Armour Chelu 15/12/2021

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PROJECT SUMMARY

PROJECT NAME:	5 ST MARGARETS
LOCATION:	BRADFORD ON AVON, WILTSHIRE, BA15 1DA
PLANNING REF:	20/08674/FUL
NGR:	382566, 160830 (CENTRE)
TYPE:	ARCHAEOLOGICAL TRIAL TRENCH EVALUATION

Armour Heritage Ltd (AH, 'the Consultant') has been commissioned to complete a written scheme of investigation (WSI) with regard to a proposed archaeological field evaluation at 5 St Margaret's Street, Bradford on Avon, Wiltshire, centred on NGR 382566, 160830 and hereafter referred to as 'the Site'.

The Site comprises a Grade II Listed Building, recorded in the NHLE as the *Liberal Club* (List Entry 1036104). The ground and first floors of the building are currently in use as a dental surgery whilst the attic is vacant. The Site includes an attached plot of land to the rear of the Listed Building which is accessed via a stone arch to the south of the building, and which is Listed Grade II in its own right as *Archway to left of Nos. 6 & 7 St. Margaret's Street* (List Entry 1184372)

A planning application (20/08674/FUL) has been submitted to Wiltshire Council for the alterations to the Listed Building including a loft conversion to create 1no. flats, the demolition of the rear extension, excavation of the rear garden and erection of 3no. flats with associated landscaping, cycle parking and waste/recycling storage on condition a programme of archaeological work is undertaken.

In a letter to the Planning Officer dated 15th December 2020, the Assistant County Archaeologist at Wiltshire Council Archaeology Service (WCAS) indicated the garden area should be assessed archaeologically prior to the determination of the application. Subsequent consultation with him highlighted an earlier building within the garden area. He concluded "the foundations of this structure are unlikely to have completely removed any features and/or deposits" and advised an archaeological evaluation should be undertaken, but given site constraints, agreed any fieldwork could be undertaken as a condition of consent.

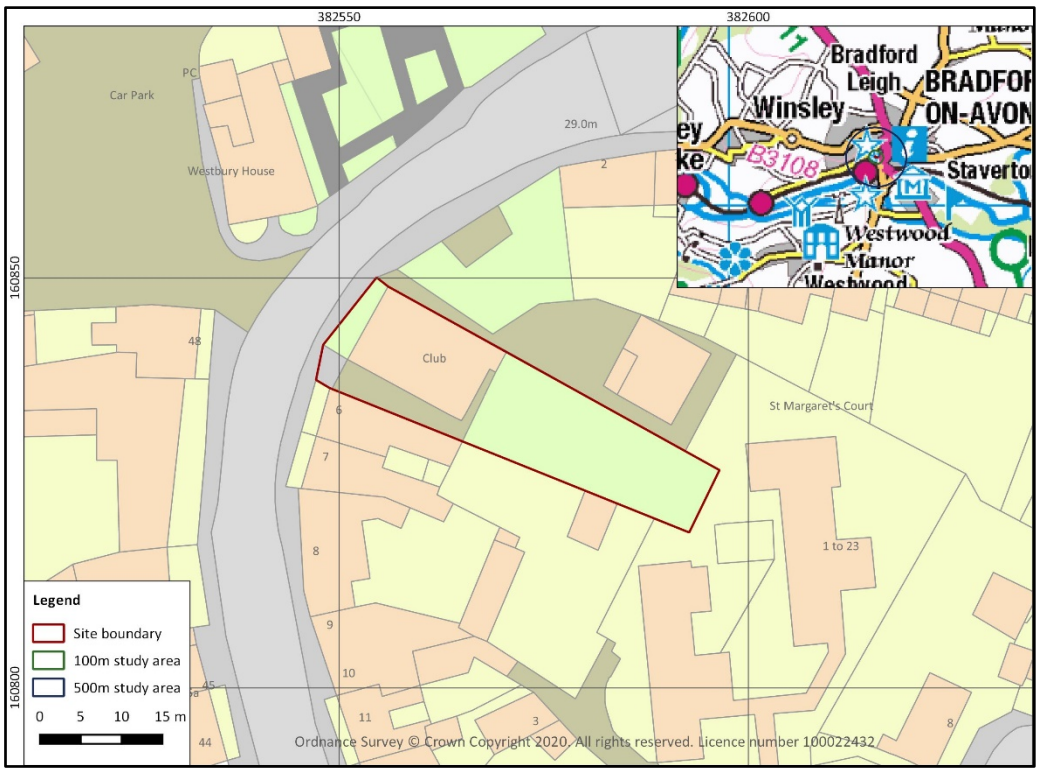
The initial methodology proposes the hand excavation of a single trench measuring 1.0m x 6.0m. The trench has been positioned to target the area of greatest impact with reference to the proposed development and positioned within the footprint of the proposed building.

Within four weeks of completion of the archaeological fieldwork, a report setting out the results will be produced and forwarded to the Client and the Assistant County Archaeologist at Wiltshire Council Archaeology Service for approval. Once agreed, a pdf and hard copy of the report will be sent to the Historic Environment Record.

1. INTRODUCTION

Outline

1.1. Armour Heritage Ltd (AH, 'the Consultant') has been commissioned to complete a written scheme of investigation (WSI) with regard to a proposed archaeological field evaluation at 5 St Margaret's Street, Bradford on Avon, Wiltshire, centred on NGR 382566, 160830 and hereafter referred to as 'the Site' (Image 1).



1.2. The Site comprises a Grade II Listed Building, recorded in the NHLE as the *Liberal Club* (List Entry 1036104). The ground and first floors of the building are currently in use as a dentist surgery whilst the attic is vacant. The Site includes an attached plot of land to the rear of the Listed Building which is accessed via a stone arch to the south of the building, Grade II Listed in its own right as *Archway to left of Nos. 6 & 7 St. Margaret's Street* (List Entry 1184372).

1.3. A planning application (20/08674/FUL) has been submitted to Wiltshire Council for the alterations to the Listed Building including loft conversion to create 1no. flats, the demolition of the rear extension, the excavation of the rear garden and the erection of 3no. flats with associated landscaping, cycle parking and waste/recycling storage on condition (condition 3) a programme of archaeological work is undertaken.

1.4. The condition states:

> *No development shall commence on site other than the conversion of the loft of 5 St Margaret Street until 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. The approved programme of archaeological work shall then be carried out in accordance with the approved details.*

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of enabling the recording of any matters of archaeological interest.

1.5. In a letter to the Planning Officer dated 15th December 2020, the Assistant County Archaeologist at Wiltshire Council Archaeology Service (WCAS) advised the "plot of land appears to have avoided development through the modern era and there is therefore good potential for sub-surface archaeological features, particularly those dating from the early medieval period, to survive here. Such features would be severely impacted by the construction of the flats". He recommended the garden area should be assessed archaeologically prior to the determination of the application.

1.6. Subsequent consultation with him highlighted an earlier building within the garden area (Image 3). He concluded "the foundations of this structure are unlikely to have completely removed any features and/or deposits" and advised an archaeological evaluation should be undertaken, but given site constraints, agreed any fieldwork could be undertaken as a condition of consent.

1.7. The proposed archaeological evaluation will be undertaken following the methodologies and standards set out in the written scheme of investigation (WSI, this document), and will be submitted to and approved by the Assistant County Archaeologist at WCAS in advance of commencement of any works on the Site.

1.8. Archaeological fieldwork will be carried out by AH's nominated fieldwork sub-contractor, Thames Valley Archaeological Services ('the Sub-contractor').

Site location and landscape context

1.9. The Site comprises a broadly rectangular parcel of land of *c*. 565 sq. m comprising No. 5 St. Margaret's Street, access to the south of the Listed Building and the rear garden plot.

1.10. It is bounded on all sides by buildings and garden plots with the Listed Building fronting directly onto St. Margaret's Street.

1.11. The Listed Building is at an elevation of 34m above Ordnance Datum (aOD) with the garden plot rising away from the building to an elevation of 37m aOD.

1.12. The underlying geology of the Site is recorded by the British Geological Survey (BGS) as Fuller's Earth Formation – Mudstone, a sedimentary bedrock formed between 168.3 and 166.1 million years BP. No superficial deposits are recorded.



Scope of WSI

1.13. This document sets out the strategy and methodology by which the Sub-contractor will implement the archaeological field evaluation. In format and content it conforms with current best practice and to the guidance outlined in *Management of Research Projects in the Historic Environment* (MoRPHE, English Heritage 2006), and the Chartered Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (CIfA 2020).

1.14. This WSI will be submitted to the Assistant County Archaeologist at WCAS for approval in advance of commencement of any works on the Site.

Project aims

General

1.15. The evaluation will broadly aim to provide further information on the likely archaeological resource at the Site, including its presence/absence, character, extent, date and state of preservation of any buried archaeological remains within the Site that may be impacted by development. The information gathered will enable the local planning authority to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (Department of Communities and Local Government 2021).

1.16. Specifically, the aims of the archaeological fieldwork are to:

- Clarify the presence/absence and extent of any buried archaeological remains within the Site that may be impacted by development;
- Identify, within the constraints of the evaluation, the date, character, condition and depth of any surviving remains within the Site;

- Assess the degree of existing impacts to sub-surface horizons and to document the extent of archaeological survival of buried deposits; and
- Produce a report which will present the results of the evaluation in sufficient detail to allow an informed decision to be made concerning the Site's archaeological potential and inform an archaeological mitigation strategy.

2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Introduction

2.1. A Heritage Impact Assessment (Armour Heritage 2020) has been completed for the Site, which assessed the significance of the Listed Buildings at the Site and the settings of nearby heritage assets. A summary of the study is provided below with additional research undertaken to inform the archaeological background.

Designated Heritage Assets

2.2. The Site lies in central Bradford on Avon, within the southern extent of the Conservation Area which encompasses the settlement's historic core. The Site comprises the Grade II Listed *Liberal Club* with a garden plot to the rear and access to the south. The access from St. Margaret's Street is via a Grade II Listed arch.

2.3. The Site fronts onto St. Margaret's Street with its ground and first floors in use as a dental surgery. The attic is vacant.

2.4. Additional Listed Buildings lie within 100m of the Site including the Grade II* Listed *Westbury House* which is opposite the Site across St. Margaret's Street, and the Grade I Listed *Town Bridge*, situated *c*. 55m to the northeast.

Archaeological Potential

Prehistoric (pre-AD43)

2.5. The earlier prehistoric period is poorly represented in Bradford on Avon, with the Mesolithic represented by a flint borer some 250m west of the Site and an unprovenanced tranchet axe. Anecdotally there are reports of a wide distribution of prehistoric flintwork on the high ground above the town running towards Ashley.

2.6. A hillfort on Budbury Hill is the first evidence of settlement in the vicinity of the town. Partial excavation in 1969 indicated the defences comprised a bank protected by a double ditch, sealing off a 2.5ha promontory overlooking the river and the ford. The bank has been almost destroyed by levelling for modern housing developments. A single rectilinear post-built hut was excavated inside the fort. The stylistic and ceramic evidence indicated a date in the early Iron Age.

Romano-British (AD43-AD410)

2.7. In 1976, levelling on the edge of a school playing field in Budbury, approximately 1km northwest of the Site revealed masonry that on excavation proved to be the remains of a Romano-British bath house (WCAS 2004). The main part of the Roman villa to which the bath house belonged was revealed as a series of parchmarks in 1999 but was not further investigated until 2002, when excavations led by jointly by Bristol and Cardiff Universities identified a large villa with mosaic floor and subsidiary buildings around a courtyard.

2.8. Limited evidence nearer to the Site is evidenced by isolated findspots, comprising pottery fragments, glass and coins and isolated burials in stone coffins. In closest proximity to the Site is a small collection of Roman coins discovered in 1818 at The Priory, Market Street to the west of the Site.

Early medieval (AD410-1066) to late medieval (1066-1529)

2.9. The earliest record of a settlement at Bradford on Avon is included in the Anglo-Saxon Chronicle, where it is described as the site of the battle of *Witgenesburg* in 652CE. St. Aldhelm had founded a monastery at Bradford by 705CE (Haslam 1976) and in 955CE, the Saxon King Eadred bequeathed the monastery and town to the abbey in Winchester.

2.10. The place name is thought to derive from the Old English *brād* and *ford*, translating to 'place at the broad ford'. The Avon element comes from the Celtic name for the river through the town which translates simply as 'river'.

2.11. The Domesday Book of 1086 records the manor and settlement as *Bradeford*, still held by the 'Church of Shaftsbury', as it was prior to the Norman Conquest. Domesday records the manor as comprising 42 hides of land which represents a significant area. Two mills are also recorded (Williams & Martin 1992).

2.12. Bradford on Avon remained the property of the Abbey at Shaftsbury until its Dissolution in 1539. In 1540, the town was visited by the chronicler Leland who commented that the town was 'made all of stone' and standing 'on the hither bank of the Avon' ('hither' refers in this context to the north bank). There was a 'little street' over Bradford Bridge at the end of which, was 'an hospital of the King of England's foundation' (Chettle *et al* 1953). Documentary evidence suggests the Town Bridge was extant by 1400, when the Pope issued "a general exhortation to the faithful to give alms for the repair of the bridge" (*ibid*.).

2.13. The St. Margaret's area of Bradford on Avon, which includes the Site, was named for St. Margaret's Hospital, the institution identified by Leland. It has been suggested that the hospital was originally a leper hospital of the same name founded sometime around 1235, although its actual location remains unknown (WCAS 2004).

Post-medieval (1540-1800) and modern (1801-present)

2.14. The settlement appears to have grown slowly but steadily through the medieval and earlier post-medieval periods, driven by its economy which was based through this period on the cloth trade. Prosperous merchants built grand houses along the main streets in the town, whilst more modest weavers' houses were constructed upslope of the core of the town. Several mills occupied the low and often boggy land along the River Avon.

2.15. Bradford was impacted by the bubonic plague in 1609 and again in 1646 and it is recorded that, between these times, the town was in serious decline due to an economic slump in the woollen industry. However, the town's fortunes revived in the post-medieval period despite the effects of at least one disastrous fire in 1742 (*ibid*.).

2.16. Industrial growth was encouraged in the 19th century through the construction of the Kennet and Avon Canal, and later the arrival of the railway.

Historic map regression and the developmental history of the Site

2.17. The 1841 Bradford on Avon tithe map shows this area of the town to be entirely developed, with the housing generally tenanted. No. 5 St. Margaret's Street was a private residence at

this time in the ownership of General Henry Shrapnell, who owned several properties in the area, and tenanted by Joseph Channing Pearce.

2.18. The detailed 1887 OS first edition map shows a generally more densely developed town since the mid-19th century. No. 5 has been remodelled and no longer has the two rear projections seen in earlier maps. The building is now effectively squared-off to the rear. The relatively large garden plot to the rear remains unchanged and is shown in this map as formalised with paths and beds present. A set of steps to the rear of the property access the garden which was clearly terraced by the later 19th century.

2.19. The 1901 OS map illustrates development to the rear of No. 5, which is now identified as a *Club*. The sub-square plot beyond the modern Site boundary to the southeast is now separated from the Site, whilst the narrower strip of garden now includes an elongated building of unknown function.

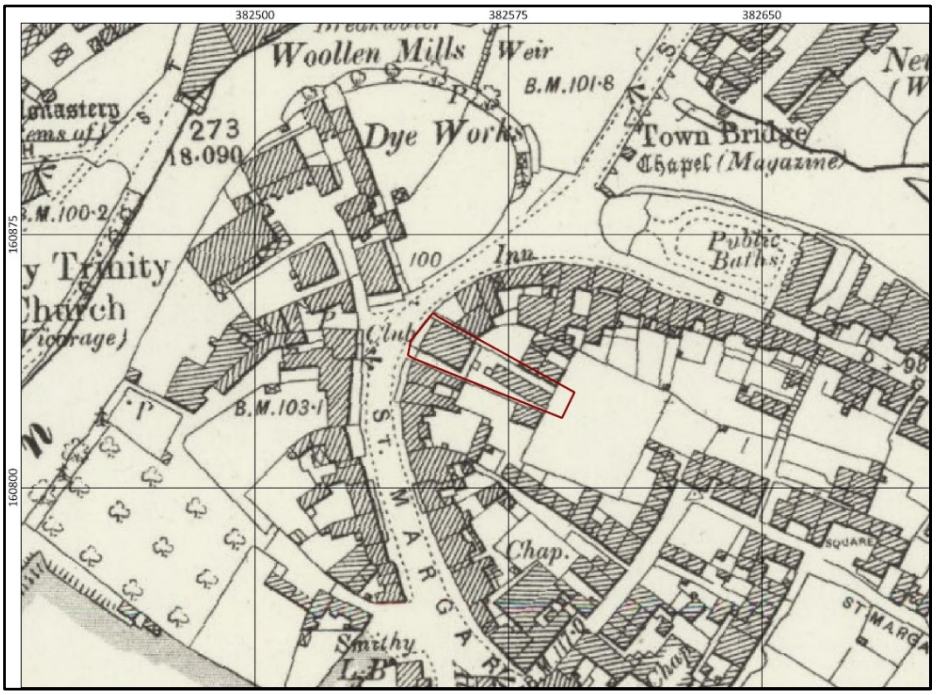


Image 3: 1901 Ordnance Survey County Series 1:2,500

2.20. The historic Google Earth sequence of satellite imagery confirms by 2002 the building in the rear part of the Site seen in 20th century maps has been removed. This area appears overgrown and untended.

3. METHODOLOGY

Introduction

3.1. Given the site constraints with access to the rear of the property, a single hand excavated trench is proposed as indicated on Image 4. The trench measures 6.0m x 1.0m and has been positioned in the area of proposed dwellings.

3.2. The following methodology is proposed in order to meet the aims and objectives of the evaluation. All works will be conducted in compliance with the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2020), excepting where they are superseded by statements made below.

3.3. The Sub-contractor will submit a Health and Safety Risk Assessment for approval to Armour Heritage (the Consultant) prior to commencement of fieldwork.

3.4. Armour Heritage will take responsibility for consultation and/or document approval with the Assistant Archaeologist at WCAS will be kept informed of works undertaken as a courtesy.

Trenching strategy

3.5. The initial methodology proposes the excavation of a single trench, measuring up to 6m in length by 1.0m wide (Image 4). The trench has been positioned to target the area of greatest impact with reference to the proposed development.

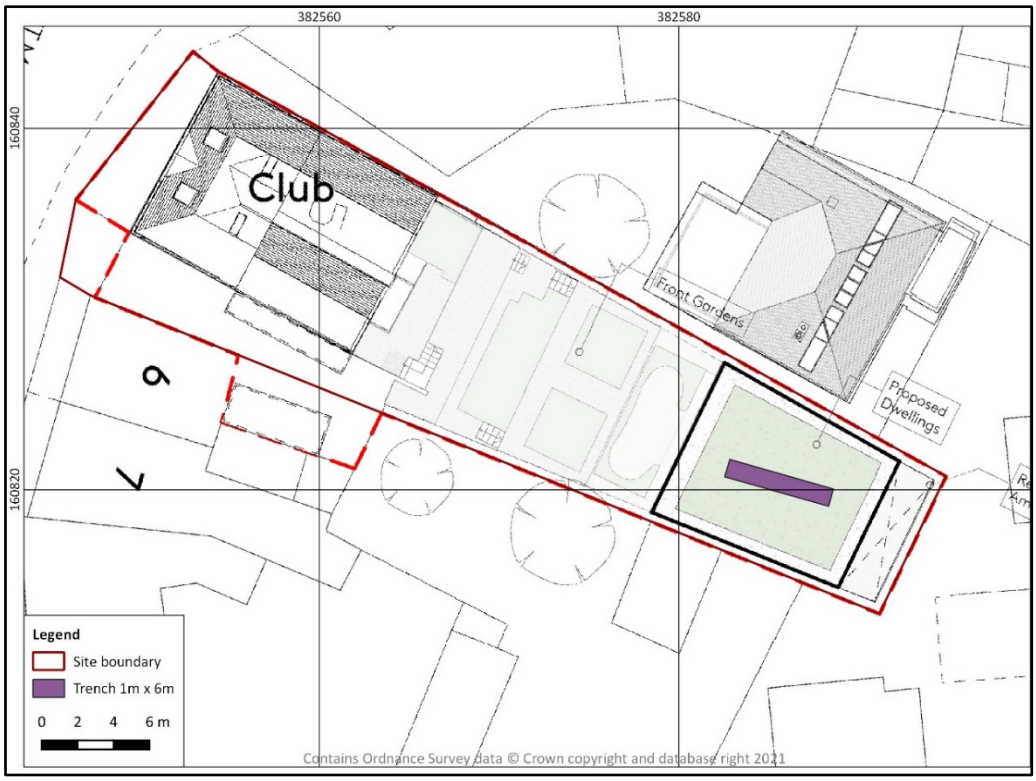


Image 4: Proposed trench plan

Method Statement

3.6. The trench will be laid out using GPS/TST in general accordance with the pattern shown in Image 4. Minor adjustments to the layout may be required to take account of any on-site constraints such as services or trees. The trench location will be tied in to the Ordnance Survey.

3.7. Due to vehicular access constraints, excavation will be by hand to the surface of *in situ* subsoil/weathered natural or archaeological deposits whichever is highest in the stratigraphic sequence. Specifically, it will not stop at formation level if this is higher in the sequence to ensure a full understanding of the impact on any buried archaeology.

3.8. Where appropriate, the base of the trench and the upper surface of any archaeological remains surviving within them will be hand cleaned and surveyed to produce a plan of the arrangement of archaeological features across the trench.

3.9. Accepting the small areas of investigation, archaeological features will be sufficiently sampled to characterise and date them where practical, full excavation of features will not be undertaken at this stage.

3.10. When the trench has been completed to the satisfaction of the Consultant, the Client and the Assistant County Archaeologist at WCAS, it will be backfilled using the excavated material in the approximate stratigraphic sequence in which it was excavated. It will be left level on completion. No other reinstatement or surface treatment will be undertaken.

3.11. Any variation of the above methodologies will be undertaken in agreement with the Assistant County Archaeologist at WCAS.

Depth of Excavation

3.12. The general depth of the trench is not expected to exceed 1m or a safe working depth, whichever is deemed to be less, to comply with Health and Safety regulations. No excavation beyond this depth will be undertaken given the method of hand excavation.

Monitoring of Development and Programme of Works

3.13. The Consultant and the Sub-contractor will be afforded reasonable access to all areas of the Site in order that all archaeological features and deposits identified during excavations and groundwork, not covered by the above measures, can be investigated and recorded appropriately.

3.14. A sufficient sample of each feature type and/or deposit will be examined in order to establish the date, nature, extent, complexity and condition of the archaeological remains. In the event unexpectedly complex and widespread archaeological remains are revealed, the Client and Assistant County Archaeologist at WCAS will be informed by the Consultant to allow the provisions of this method statement to be reviewed.

3.15. Site monitoring by the Assistant County Archaeologist at WCAS will be arranged in advance (in line with the Tier COVID-19 restrictions at the time of the fieldwork) and due notice given to all parties. A specific date for the excavations has not yet been set, but it is anticipated the evaluation will be undertaken in early 2022.

4. RECORDING

4.1. All exposed archaeological deposits will be recorded using the established Sub-contractor's *pro-forma* recording system. A more general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate. Context sheets will be primarily filled in by the archaeologist excavating the feature or deposit.

4.2. Where appropriate, significant artefacts will be 3D recorded and detailed plans made of any deposits regarded as 'special' or deliberately placed.

4.3. A digital photographic record will be maintained. The photographic record will illustrate both the detail and the general context of the principal features, finds excavated, and the Site as a whole.

4.4. A complete drawn record of archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (in general, 1:20 for plans, 1:10 for sections), and with reference to a site grid tied to the Ordnance Survey National Grid.

4.5. The Ordnance Datum (OD) height of all principal features and levels will be calculated and plans/sections will be annotated with OD heights. All plans and sections will be drawn on polyester based drafting film and clearly labelled.

4.6. The Sub-contractor will ensure that the complete site archive including finds and environmental samples are kept in a secure place throughout the period of excavation and post-excavation works.

5. FINDS AND ENVIRONMENTAL SAMPLING

Finds

5.1. Appropriate strategies for the recovery of specific artefacts and environmental samples will be devised and implemented by the Sub-contractor's finds and environmental team, and if/where appropriate the Scientific Advisor to Historic England.

5.2. Finds will be treated in accordance with the relevant guidance given in the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2014, updated 2020a), and *Standards* and *Guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA 2014, updated 2020b) unless they are superseded by statements made below.

5.3. All artefacts will be retained from excavated contexts, except features or deposits of undoubtedly modern date. In these circumstances enough artefacts will be retained to identify the date and function of the feature or deposit.

5.4. All artefacts from the fieldwork will, as a minimum, be washed, marked, counted, weighed and identified. Any stratified ironwork will be x-rayed and stored in a stable condition along with other fragile and delicate material. Suitable material, primarily the pottery, worked flint and non-ferrous metalwork, will be scanned to assess the date range of the relevant assemblages.

5.5. All artefacts recovered during the evaluation on the Site are the property of the landowner until agreement for their deposition with the local museum has been formally agreed. They are to be suitably bagged and boxed in accordance with the *United Kingdom Institute for Conservation, Conservation Guidelines No. 2* and, on completion of the archaeological post-excavation programme, will be deposited with the relevant museum as set out below.

5.6. Finds and sample storage will be at the Sub-contractor's offices.

Environmental Sampling

5.7. Bulk environmental soil samples for plant macro fossils, small animal bones and other small artefacts will be taken from appropriate sealed and dateable archaeological contexts as outlined by Historic England (Historic England 2011). Where possible, samples of between 40 litres will be taken or 100% of smaller contexts. Samples will not be taken from the intersection of features.

5.8. Bulk environmental soil samples will be processed by flotation and scanned to assess the environmental potential of deposits. The residues and sieved fractions will be recorded and retained with the project archive. A statement on the environmental potential of excavated deposits will be included in the report.

5.9. 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 (in accordance with the Selection policy, below).

5.10. 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.

Human remains

5.11. In the event of discovery of any human remains, it is proposed that these will be left *in situ*, covered and protected until the Consultant, the Client and Assistant County Archaeologist at WCAS have been informed. Should excavation/removal of remains be necessary, they will be fully recorded, excavated and removed from the site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by the Sub-contractor, in advance of any disturbance.

5.12. All excavation and post-excavation will be in accordance with the standards set out in CIfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken by an appropriately qualified osteologist. The final deposition of human remains will the requirements of the Ministry of Justice.

5.13. The final placing of human remains following analysis should be subject to the requirements of the Ministry of Justice Licence.

Treasure

5.14. Finds recovered on-site, which fall under the statutory definition of *Treasure*, as defined by the *Treasure Act 1996* will be reported immediately to the relevant Coroner's Office, the Finds Liaison Officer (FLO), the landowner and the Assistant County Archaeologist at WCAS. A Treasure Receipt (obtainable from either the FLO or the DCMS website) will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is *Treasure*. Failure to report within 14 days is a criminal offence. The *Treasure Receipt and Report* must include the date and circumstances of the discovery, the identity of the finder (in this case the Sub-contractor) and, as accurately as possible, the location of the find.

Site Health and Safety considerations

5.15. Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.

5.16. All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.

5.17. The Sub-contractor will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.

5.18. Dependent on the COVID-19 restrictions at the time of the fieldwork, a virtual site meeting to enable monitoring of the trench may be necessary.

6. POST-EXCAVATION

Report

6.1. Within three weeks of completion of the archaeological fieldwork, a report setting out the results will be produced and forwarded to the Client and the Assistant County Archaeologist at WCAS for approval. Once agreed, a pdf and hard copy of the report (if required) will be sent to the Historic Environment Record.

6.2. Upon receipt of the WCAS approval, a digital copy will be supplied to the Client for distribution to relevant parties. A further pdf and hard copy will be submitted to the Wiltshire Historic Environment Record for inclusion in their county records database.

6.3. Emphasis in the report will be given to placing the results into the context of the archaeology of the Bradford on Avon area and the wider region of Wiltshire.

6.4. As a minimum, the report will include:

- a summary of the project background;
- description and illustration of the Site and its location;
- a methodology of the works undertaken;
- plans and reports of all documentary and other research undertaken;
- a description of the project's results;
- an interpretation of the results in the appropriate context;
- a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base map;
- a plan showing the location of the trial trench;
- detailed plans of areas in which archaeological features are recognised along with adequate Ordnance Datum (OD) spot height information. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the Site, the trial trench and features/deposits in relation to north;
- section drawings of deposits and features, with OD heights, at scales appropriate to the stratigraphic detail will be shown and will show the orientation of the drawing in relation to cardinal points. Archaeologically sterile areas may not be illustrated unless they can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- photographs showing the general site layout and exposed significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- a consideration of the evidence within its wider context;
- a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation. This will include counts of finds by material type including animal bone fragments and a detailed catalogue of all samples by type; and
- an evaluation of the methodology employed, and the results obtained (i.e. a confidence rating).

6.5. The preparation of the report may involve the following elements:

- the conservation of appropriate material, including the x-raying of ironwork;
- spot-dating of all pottery from excavated contexts. Spot-dating will be corroborated by scanning of other categories of material, where possible;
- preparation of a preliminary phased site matrix with supporting lists of contexts by type (ditch fill, pit fill etc.), by spot-dated phase (Bronze Age, Iron Age, Romano-British etc.), by structural grouping (e.g. contexts by pit, by building etc.), supported by preliminary phase plans, where appropriate;
- a statement on each category of material, including reference to quantity, provenance, range and variety, condition and existence of other primary sources;
- the selection and prioritisation of bulk soil samples taken for environmental and artefactual data in the light of preliminary phasing. Sieving, processing and scanning of selected soil samples will be undertaken and an assessment statement on charred food and plant remains, including references as for the categories of material; and
- a statement of potential for each material category and for the data collection as a whole will be prepared, including specific questions that can be answered and the potential value of the data to local, regional and national investigation priorities.

6.6. Following approval from the Assistant County Archaeologist at WCAS, in addition to copies required by the Client, a pdf and/or hard copy of the report will be deposited for public reference with the Wiltshire and Swindon HER. In addition to any hard copies of the report required, one copy shall be provided to Wiltshire Council in digital format, in a format to be agreed in advance with the Assistant County Archaeologist at WCAS, on the understanding that a digital version of the report may in future be made available to researchers via a web-based version of the Wiltshire and Swindon Historic Environment Record.

6.7. The Sub-contractor will complete an online OASIS (Online AccesS to the Index of archaeological investigationS) form in respect of the archaeological work. This will include a digital version of the report. The report or short entry to the Wiltshire and Swindon Historic Environment Record will also include the OASIS ID number.

Archive preparation and deposition

General

6.8. The complete Site archive, which will include paper records, photographic records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by the Wiltshire Museums Service, in accordance with nationally recommended guidelines (SMA 1995; CIfA/HE 2020; Brown 2011; ADS 2013).

6.9. All archive elements will be marked with the Site code, and a full index will be prepared.

6.10. The Site archive will be prepared for long-term storage in accordance with Guidelines for the preparation of excavation archives for long term storage (Walker 1990) and Standards in the museum care of archaeological collections (Museums and Galleries Commission 1994). It is proposed in principle that, subject to the wishes of the landowner, the entire archive, including the finds, will be deposited with local museum. Provision has been made for the cost of long term storage in the post-fieldwork costs.

Discard policy

6.11. It is proposed that guidelines set out in *Selection, Retention and Dispersal* (Society of Museum Archaeologists 1993), which allows for the discard of selected artefact and ecofact categories which are not considered to warrant any future analysis. Any discard of artefacts will be fully documented in the project archive.

6.12. The discard of environmental remains and samples will follow nationally recommended guidelines (SMA 1993; 1995; Historic England 2011).

Security copy

6.13. 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. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

7. QUALITY ASSURANCE ARRANGEMENTS

Quality and Code of Practice

7.1. Armour Heritage is registered with the Chartered Institute for Archaeologists and they and their Sub-contractors endorse the *Code of Practice* and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology of The Chartered Institute for Archaeologists (CIfA).

Project Management arrangements, specialists and specialist sub-contractors

7.2. All core staff will be employed in line with the CIfA Codes of Practice and be members of the CIfA or be otherwise appropriately qualified.

7.3. The fieldwork will be directed and supervised by an experienced archaeological team from the Sub-contractor, who will attend the Site at all times for the duration of the archaeological fieldwork. Overall responsibility for the conduct and management of the project will be held by the Consultant who is a Member of CIfA; the highest level of accredited membership available.

7.4. Specialist analysis and reporting will be carried out by the following specialist staff or consultants as appropriate:

Pottery Specialists	Dr Jane Timby, Ms Alice Lyons, Ms Sue Anderson, Dr. Alejandra Gutierrez, Mr Rob Perrin (consultants), Mr. Luke Barber (Sussex Archaeological Society) or Dr Richard Tabor (TVAS)
Palaeolithic flintwork	Professor Nick Barton (Oxford University)
Later Prehistoric Struck flint	Dr Steve Ford (TVAS)
Stone Specialist	Dr David Williams (Southampton University)
Metalwork Specialist	Dr David Dungworth or Dr Robin Taylor (consultant)

Charred Plant Remains	Professor Mark Robinson (Oxford University) or Ms Rosalind McKenna (consultant)
Faunal Remains	Dr Matilda Holmes (consultants) Dr Ceri Falys (TVAS)
Human Remains	Dr Ceri Falys (TVAS)
Pollen Remains	Mr Dan Young (Quest, Reading University)
Conservation	Wiltshire County Council Conservation Service
Archaeomagnetism	Bradford University
Radiocarbon dating	Chrono Centre, Belfast University

8. INSURANCES AND HEALTH & SAFETY

8.1. Health and safety considerations will be of paramount importance in the undertaking of all archaeological fieldwork. Safe working practice will override archaeological considerations at all times. Safe working practices as set out in the Sub-contractors Health and Safety Manual will be adopted and all work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.

Copyright, Designs and Patents Act 1988

8.2. The Sub-contractor shall retain full copyright of any written report or other associated material under the *Copyright, Designs and Patents Act 1988* with all rights reserved. AH, on behalf of the Sub-contractor, hereby provides an exclusive licence to the Client for the use of the report by the Client in all matters directly relating to the project as described in the written scheme of investigation. Any document produced to meet planning requirements may be copied for planning purposes by the LPA.

8.3. This document, the subsequent report and the completed site archive may contain material that is under separate copyright (*e.g*. Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, for which Cotswold Archaeology/Armour Heritage are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable. All parties remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of this document and subsequent report.

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