

**HERITAGE,
DESIGN & ACCESS STATEMENT
For
NEW WC EXTENSION & CANOPY
at the
CHURCH OF ST JOHN THE BAPTIST
FOXHAM**

November 2025

HERITAGE, DESIGN & ACCESS STATEMENT
For
NEW WC EXTENSION & CANOPY
at the
CHURCH OF ST JOHN THE BAPTIST
FOXHAM

APPLICANTS:

The PCC of St John the Baptist
c/o – David Milligan
Church House
30 Church Street
Calne
SN11 0HU

AGENT:

Chedburn Codd
Glove Factory Studios
1 Brook Lane
Holt
Bradford on Avon
BA14 6RL

SITE:

St John the Baptist
Foxham
SN15 4NQ

PROJECT:

New WC extension and canopy to north elevation of Nave, including new path and external bollard lighting.

THIS APPLICATION:

This application should be read in conjunction with the drawings and photographs provided.

DRAWINGS:

The following drawings are provided as part of the application:

2208/001	Location Plan
2208/002a	Floor Plan As Existing
2208/003a	North Elevation As Existing
2208/004	South Elevation As Existing
2208/005a	West and East Elevations As Existing
2208/020	Floor Plan As Proposed
2208/021	North Elevation As Proposed
2208/022	South Elevation As Proposed
2208/023	West and East Elevations As Proposed

HERITAGE STATEMENT

Significance

The church of St John the Baptist is Grade II* listed and is situated in the village of Foxham to the north east of Chippenham. It is constructed of local rubble stone, with dressed-stone detailing under a stone slate roof. The church was built in 1878-81 by William Butterfield and consist of a Nave, Chancel, South Porch, Tower, Vestry, Store (*formally the 'Sexton Room'*) and Organ Chamber located to the North of the Chancel (*See Appendix 1 for the Listed Building description*). Listed Building Description (See – Appendix 1):

BREMHILL FOXHAM ST 97 NE 5/45 Church of St John the Baptist II* Anglican parish church, 1878-81 by William Butterfield. Squared rubble stone with ashlar dressings and stone slate roofs. Small scale with west tower, nave, south porch and chancel. Windows are grouped narrow cusped lancets with flush ashlar sill course and some flush banding between. Narrow tower has 2-light west window with small slate quatrefoil over and low louvred timber bell-stage with oak-shingled pyramid cap and iron cross finial. Nave has south side barge boarded stone porch with heavy timbering to front, pointed entry with pierced quatrefoils in spandrels. Moulded pointed south doorway within and door with fine iron hinges. Porch roof is of unusual construction. To right, two pairs of lancets with slate quatrefoils above, buttress, pair of lancets and triplet of lancets. North side has two pairs of lancets, buttress between and lean-to outhouse to left. Chancel has south side three small lancets, east end pointed 3-light window with hoodmould, low flat angle buttresses and north side gabled organ chamber with lean-to vestry to left. Interior: unaltered Butterfield interior, continuous four-sided panelled roof with crenellated wall-plate, the panels further subdivided over the chancel. Much tiling in red, black, slate-blue and patterned encaustic tiles. Nave has tiled dado to walls. Fine full-height timber screen with cinquefoil-cusped centre tall arch and lower 2-light sides with sharply pointed arches. Centre and sides have flat quatrefoil-pierced tops. To right, canted-fronted timber pulpit and fine timber lectern. Chancel has similar wall-tiling, but also inset tile lines subdividing upper wall. Stone reredos with inset tiles and 2-arch arcading each side with marble shafts. South side seat-recess with encaustic tile roundel. Pierced timber altar rail. Good east window stained glass of c1855 formerly the east window of Bremhill Church. North side organ and shouldered vestry doorway. Vestry has piscina at east end. (P. Thompson, William Butterfield, 1971 429, 478; N. Pevsner, Wiltshire, 1975 251)

Sir Nicholas Pevsner, in his "Buildings of England" series (Wiltshire) describes the church as follows:

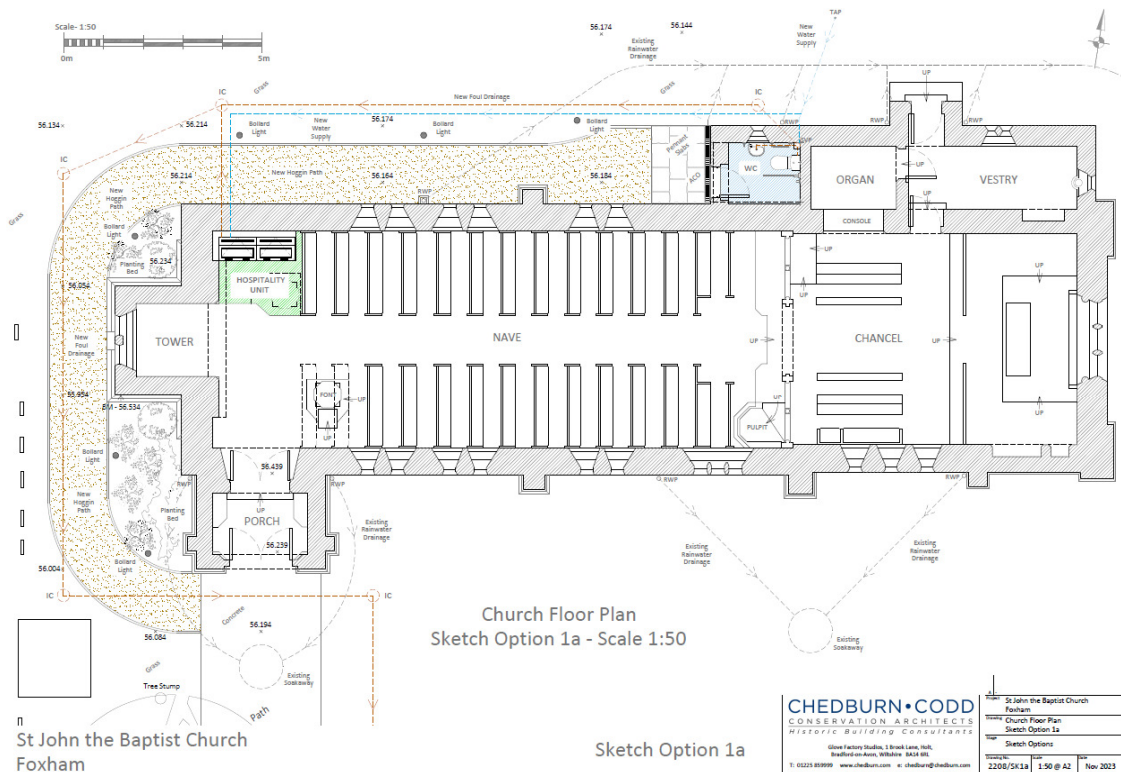
ST JOHN BAPTIST. By *Butterfield*, 1878-81. Nave and chancel in one. The w tower seems half on the roof, like a bell-turret. Small windows all of one sill and apex height, though varied in the grouping. Canted, ceiled wagon roof. Tiled dado in blue and yellow with red. – SCREEN. A tremendous, very chunky piece, far too massive for the small church, which is no doubt the effect Butterfield wanted. The forms of the screen are late C13.

Statement of Need & Options Appraisal

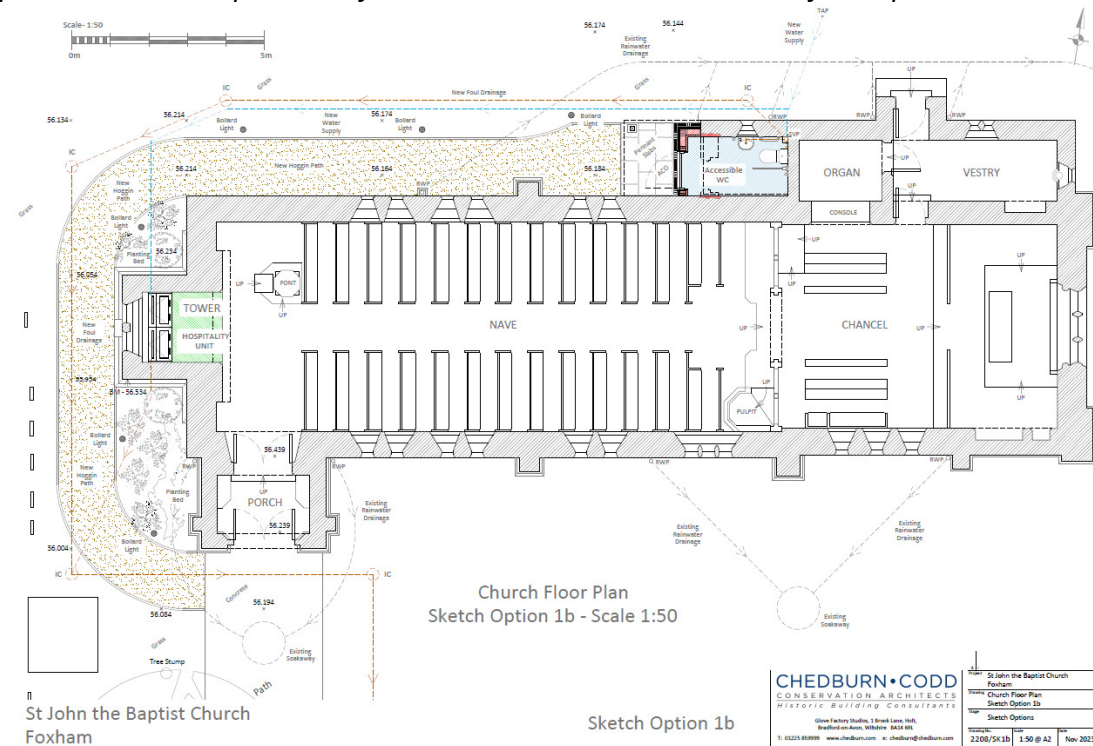
St John the Baptist is well positioned within the village and provides one of the only gathering spaces available to local residents. The building is used for worship but there is a demand for the church to be used for occasional meetings, services and events.

The church does not currently have any toilet or kitchen facilities. By enhancing the facilities the church would be able to accommodate the needs of the congregation and reach out to the local community in a relaxed, comfortable and hospitable environment in which to worship, congregate and socialise.

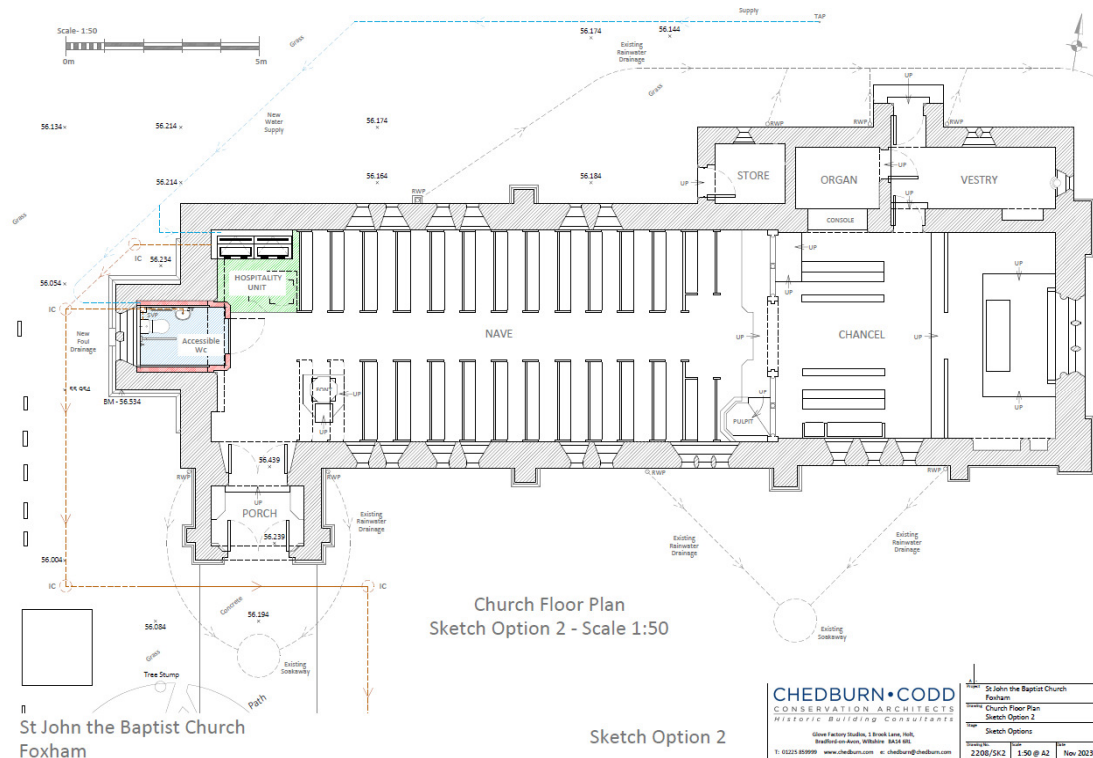
A number of options have been investigated to establish the most suitable location for the WC and hospitality unit, all of which consider the integrity of the church fabric, together with how it functions as a practical place of worship. The PCC has considered the various options (see previous sketch proposals below) and favour the scheme submitted with this application (Option 1b).



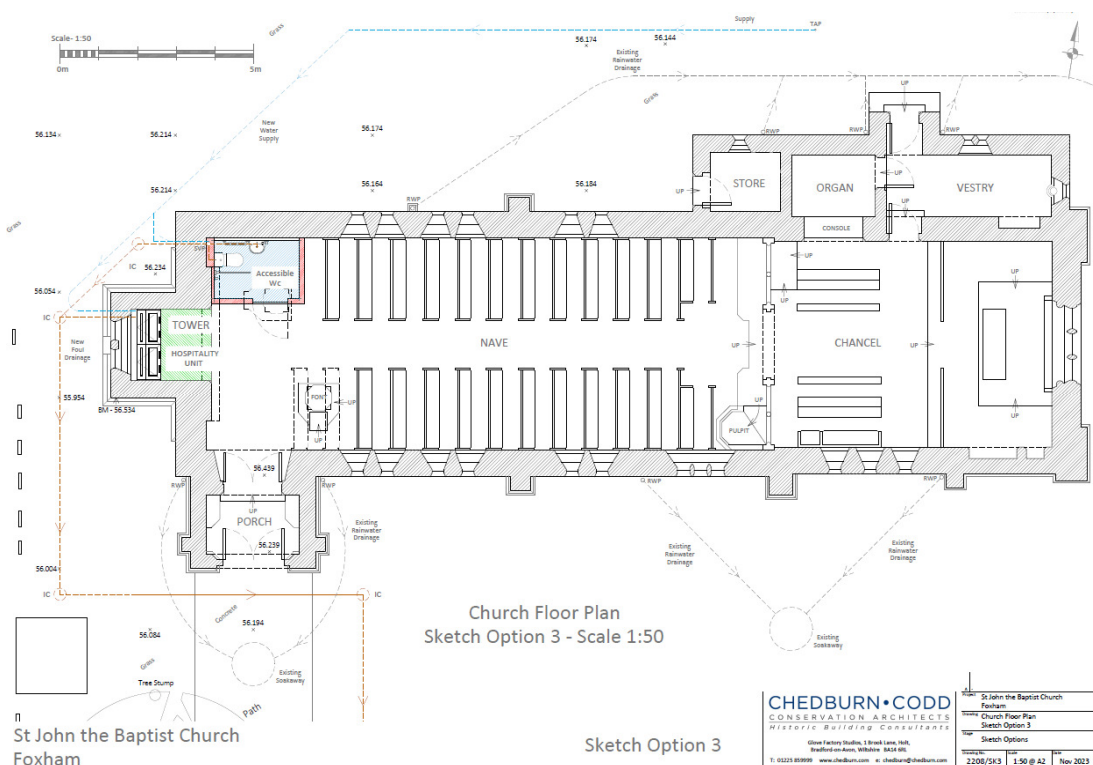
Sketch Option 1a – New WC not fully compliant and new hospitliaty unit location is very prominent and requires the font to be relocated and removal of 2no. pews.



Sketch Option 1b (Proposed Scheme)– New fully compliant WC (accessed externally for privacy) and new hospitliaty unit discreatly positioned at the base of the tower.



Sketch Option 2 – Privacy and noise issues with new WC located at the base of the tower, including reducing the natural light and views of the tower window. In addition, new hospitality unit location required the font to be relocated and removal of 2no. pews. This option also impacts the rigging of the bells.



Sketch Option 3 – Privacy and noise issues with new WC located to the rear of the nave and also the WC location requires the font to be relocated and removal of 3no. pews.

Statement of Intent

The scale of work proposed has been designed in relation to the church's size, position and needs. It is clear a large re-ordering scheme would be unnecessary and out of proportion to the building and its environment but there is a need for change and enhancement of facilities, which the proposed design can sensitively offer.

A new hospitality unit is to be positioned at the base of the tower with oak framing, doors and hinged lid over the worktop (to include a sink and hot water supply for teas/coffees). No internal alterations are required to introduce the new hospitality facilities and also no removal of any pews. The positioning of the unit will not impinge on the ringing of the bells (2no.)

Externally, the existing redundant lean-to store (the sextons room) to the north side of the nave will be altered to provide new accessible toilet facilities. The existing store is too short to achieve a fully compliant WC and therefore the proposals include extending the western external wall (with the use of lightweight oak framing and boarding similar to that used at the top of the tower) and extension of the roof to form a canopy (to provide shelter from bad weather). The proposals also include a compacted hoggin path from the south porch to the new WC to provide level and safe access (including new low level bollard lighting and new planting beds).

New services are required for the hospitality unit and toilet facilities which include new foul drainage (to be connected to the existing mains sewer to the south) and a new mains water supply. The new facilities proposed will greatly improve the future use of the church as a community gathering space and will also provide much needed facilities for those traveling to and attending funerals and weddings.

Impact Assessment

Significance:	Medium – The church is listed Grade II*
Main Intervention:	<u>Construction of new single storey extension/ canopy</u> Construction of new single storey extension/ canopy to the north side of the Nave to provide new compliant WC facilities.
Effect/impact of change:	The current lack of such basic and expected amenities at the site regularly creates many difficulties for the local congregation attending services at the church. The new compliant WC facilities will allow all attendees to use the facilities and will therefore greatly improve the use of the church as a social space.

Duffield Questions

Would the proposals cause any harm to the significance of the church?

The church was designed by William Butterfield and built in 1878 – 81. It is Listed Grade II* largely due to the national importance of the architect. The interior of the church is largely unaltered as are the external elevations and the setting of the building. For these reasons, care has been taken to minimise the impact of any internal and external alterations. This is achieved by:

- utilising the existing lean-to store (formally the sextons room) to the rear of the church to form a WC. In order to make the WC fully accessible the west wall has been moved forward by a small distance and the lean-to room extended toward the west. In addition the lean-to roof has also been extended to form a small covered area to protect the doorway and also to provide protection for anyone waiting to use the WC.

The overall effect has been to provide a small pentice on the north side which would be entirely in keeping with the style of the building. The use of oak (as used on the top stage of the church tower) along with natural stone slates is in keeping with the vernacular materials of this simple but rather beautiful church

- positioning a small hospitality unit of simple timber construction within the reveal formed by the base of the tower. The unit will be discreet and will not be in full site when entering the church or when looking east towards the sanctuary
- the external footpath will be formed with a compacted hoggin/gravel surface with a small number of paving slabs immediately in front of and forming a level threshold to the door to the WC. These materials are entirely in keeping with the simple country churchyard and will compliment the setting of the listed building. The new drainage will be beneath the path and will drain through to the mains drainage system at the edge of the road to the south side of the church
- a small amount of lighting is proposed for the path, and this will take the form of some low level units designed to wash light across the surface of the path, thereby providing a safe route to and from the WC at nighttime without compromising the importance of the local wildlife.

On this basis the proposals will cause **less than substantial harm.**

How serious will the harm be?

An options appraisal has been completed to look at the feasibility of providing the necessary facilities within the church. The appraisal has identified an option that achieves the best balance between the perceived harm to the significance of the listed building and the need to provide accessible facilities for the congregation, local community and visitors to the churchyard.

On this basis the harm can be seen as **minimal.**

Is there a clear and convincing case for these proposals?

The need for these facilities is set out in Section 1.2 above.

St John the Baptist is well positioned within the village and provides one of the only gathering spaces available to local residents. The building is used for worship but there is a clear demand for improved facilities to enable church to be used for meetings, concerts and other community events.

The church does not currently have any toilet or kitchen facilities. By enhancing these facilities the building will be able to accommodate the needs of the congregation and reach out to the local community in a relaxed, comfortable and hospitable environment in which to worship, congregate, socialise and enjoy each other's company.

On this basis, **there is a clear and convincing case for these proposals.**

Does the public benefit outweigh the harm?

The existing building can only be used for worship as there are no facilities to support other community uses. For this reason, the building is under utilised and is currently used for only one or two hours per week. Such usage is not sustainable, and the building does not meet the needs of the local community.

In recent years the demand for worship space has drastically declined whilst the need for community facilities has increased. The proposed changes are very minor and the perceived harm is substantially outweighed by the benefit to the local community. These minor

alterations will help to achieve optimal use for a range of different functions and help to preserve this important historic building for the foreseeable future.

These proposals, therefore, offer **substantial public benefit which clearly outweighs the harm** to this important listed building.

PLANNING ISSUES

The church of St. John the Baptist is Grade II* listed and is surrounded by general housing (all not listed). The site is outside of any conservation area and Areas of Outstanding Natural Beauty (AONB). The proposal follows the legislation set out by the National Planning Policy Framework (NPPF) by which it has no detrimental effect on the environment or landscape, yet it has positive effects on the recreational opportunities the church has to offer. Planning History - There is no planning history in relation to this site.

There are a series of internal works proposed in addition to the new WC extension, to include a new hospitality area within the base of the Tower. These internal proposals are subject to a separate approval via the Faculty procedure through the DAC.

Consultations

Archaeology - With regard to the archaeological potential that may arise as a consequence of these proposed works, a Written Scheme of Investigation (WSI) has been put together, see Appendix 3.

DAC – The DAC (Diocesan Advisory Committee) have been consulted in relation to these proposals, no objections were raised.

DESIGN CONSIDERATIONS

Design, Layout & Scale

The proposed extension has been kept to the minimum size and volume to achieve compliant WC facilities.

Appearance

The appearance of the proposed extension will match the existing detailing and materials of the main church, using stone slate tiling and cast-iron rainwater goods and also include traditional oak framing and cladding with ashlar staddle stone.

Landscaping

The proposals include minor landscaping works with the introduction of a compacted hoggan path with timber edgings, small planting areas and new bollard lighting.

Access

The new WC will be accessed externally via the new path to the North side of the church. The main entrance to the church will remain via the south porch.

SUPPORTING INFORMATION

Appendix 1

Historic England Listing Record, dated 25th November 1987

Appendix 2

Existing Photographs

Appendix 3

Written Scheme of Investigation

APPENDIX 1:
Listing Record

CHURCH OF ST JOHN THE BAPTIST

Official list entry

Heritage Category: **Listed Building**

Grade: **II***

List Entry Number: **1283495**

Date first listed: **25-Nov-1987**

List Entry Name: **CHURCH OF ST JOHN THE BAPTIST**

Statutory Address 1: **CHURCH OF ST JOHN THE BAPTIST**

This List entry helps identify the building designated at this address for its special architectural or historic interest.

Unless the List entry states otherwise, it includes both the structure itself and any object or structure fixed to it (whether inside or outside) as well as any object or structure within the curtilage of the building.

For these purposes, to be included within the curtilage of the building, the object or structure must have formed part of the land since before 1st July 1948.

[Understanding list entries](https://historicengland.org.uk/listing/the-list/understanding-list-entries/) (<https://historicengland.org.uk/listing/the-list/understanding-list-entries/>)

[Corrections and minor amendments](https://historicengland.org.uk/listing/the-list/minor-amendments/) (<https://historicengland.org.uk/listing/the-list/minor-amendments/>)

Location

Statutory Address: **CHURCH OF ST JOHN THE BAPTIST**

The building or site itself may lie within the boundary of more than one authority.

District: **Wiltshire (Unitary Authority)**

Parish: **Bremhill**

National Grid Reference: **ST 97675 77233**

Details

BREMHILL FOXHAM ST 97 NE 5/45 Church of St John the Baptist II* Anglican parish church, 1878-81 by William Butterfield. Squared rubble stone with ashlar dressings and stone slate roofs. Small scale with west tower, nave, south porch and chancel. Windows are grouped narrow cusped lancets with flush ashlar sill course and some flush banding between. Narrow tower has 2-light west window with small slate quatrefoil over and low louvred timber bell-stage with oak-shingled pyramid cap and iron cross finial. Nave has south side barge boarded stone porch with heavy timbering to front, pointed entry with pierced quatrefoils in spandrels. Moulded pointed south doorway within and door with fine iron hinges. Porch roof is of unusual construction. To right, two pairs of lancets with slate quatrefoils above, buttress, pair of lancets and triplet of lancets. North side has two pairs of lancets, buttress between and lean-to outhouse to left. Chancel has south side three small lancets, east end pointed 3-light window with hoodmould, low flat angle buttresses and north side gabled organ chamber with lean-to vestry to left. Interior: unaltered Butterfield interior, continuous four-sided panelled roof with crenellated wall-plate, the panels further subdivided over the chancel. Much tiling in red, black, slate-blue and patterned encaustic tiles. Nave has tiled dado to walls. Fine full-height timber screen with cinquefoil-cusped centre tall arch and lower 2-light sides with sharply pointed arches. Centre and sides have flat quatrefoil-pierced tops. To right, canted-fronted timber pulpit and fine timber lectern. Chancel has similar wall-tiling, but also inset tile lines subdividing upper wall. Stone reredos with inset tiles and 2-arch arcading each side with marble shafts. South side seat-recess with encaustic tile roundel. Pierced timber altar rail. Good east window stained glass of c1855 formerly the east window of Bremhill Church. North side organ and shouldered vestry doorway. Vestry has piscina at east end. (P. Thompson, William Butterfield, 1971 429, 478; N. Pevsner, Wiltshire, 1975 251)

Listing NGR: ST9767577233

Legacy

The contents of this record have been generated from a legacy data system.

Legacy System number: **316169**

Legacy System: **LBS**

Sources

Books and journals

Pevsner, N, The Buildings of England: Wiltshire, (1975), 251

Thompson, P, William Butterfield Victorian Architect, (1971), 429 478

Legal

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.



Map

This map is for quick reference purposes only and may not be to scale.
This copy shows the entry on 13-May-2024 at 16:06:13.

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[\(https://historicengland.org.uk/terms/website-terms-conditions/\)](https://historicengland.org.uk/terms/website-terms-conditions/).

End of official list entry



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APPENDIX 2:

Existing Photographs



Image 1 – View of the South Elevation from the main road – As Existing



Image 2 – View of the South Elevation – As Existing



Image 3 – View of the South Porch and Path - As Existing



Image 4 – View of the Tower West Elevation & North side of the Nave – As Existing



Image 5 – View of the East Elevation – As Existing



Image 6 – View of the Store (North side of Nave) - As Existing



Image 7 – View of the Store (North side of Nave) - As Existing



Image 8 – View inside of the Store (North side of Nave) - As Existing



Image 9 – View of the Nave (looking west – towards the Tower) – As Existing



Image 10 – View of the rear of the Nave and base of the Tower – As Existing



Image 11 – View of the Nave (looking east – towards the Chancel) – As Existing



Image 12 – Historic Floor Plan

APPENDIX 3:

Written Scheme of Investigation

**PROPOSED ARCHAEOLOGICAL MITIGATION DURING DEVELOPMENT WITHIN THE CHURCH
& CHURCHYARD OF THE PARISH CHURCH OF ST JOHN THE BAPTIST, FOXHAM, WILTSHIRE**

James Brigers, BA June 2024

NGR: ST 9767 7723

LAT: 51.494034; LONG -2.0349611

Wilts Museums ref. no. DZSWS: 20-2024

OASIS ref. Prospect1-525427

1.0 INTRODUCTION

1.1 Planning Background

1.1.1 Faculty and planning permission is being sought to allow the installation of new kitchen and WC facilities within the church along with internal alterations and new external drainage and a new path (fig. 2).

1.1.2 Foundations for the new structure will require a conventional strip foundation to be excavated to a depth of 1.00m. The majority of the trenching to accommodate the new drainage will be to a maximum depth of 0.60m, but in some areas deeper excavation may be required. The new water supply will require a trench to a minimum of 0.80m. It is unlikely that the new service trenches will be required to be greater than 0.40m in width. As far as can be determined, the new path will constitute low impact and require the reduction the existing surface by a maximum of 0.20m-0.30m.

1.2 Location

1.2.1 The Victorian church of St John the Baptist stands at the above grid reference and at the centre of a small rectangular enclosure at the southern edge of the small settlement of Foxham, to the north of Bremhill civil parish in north eastern Wiltshire. The underlying geology in the locality consists of mudstone of Oxford Clay Formation¹.

¹ British Geological Survey, digital mapping

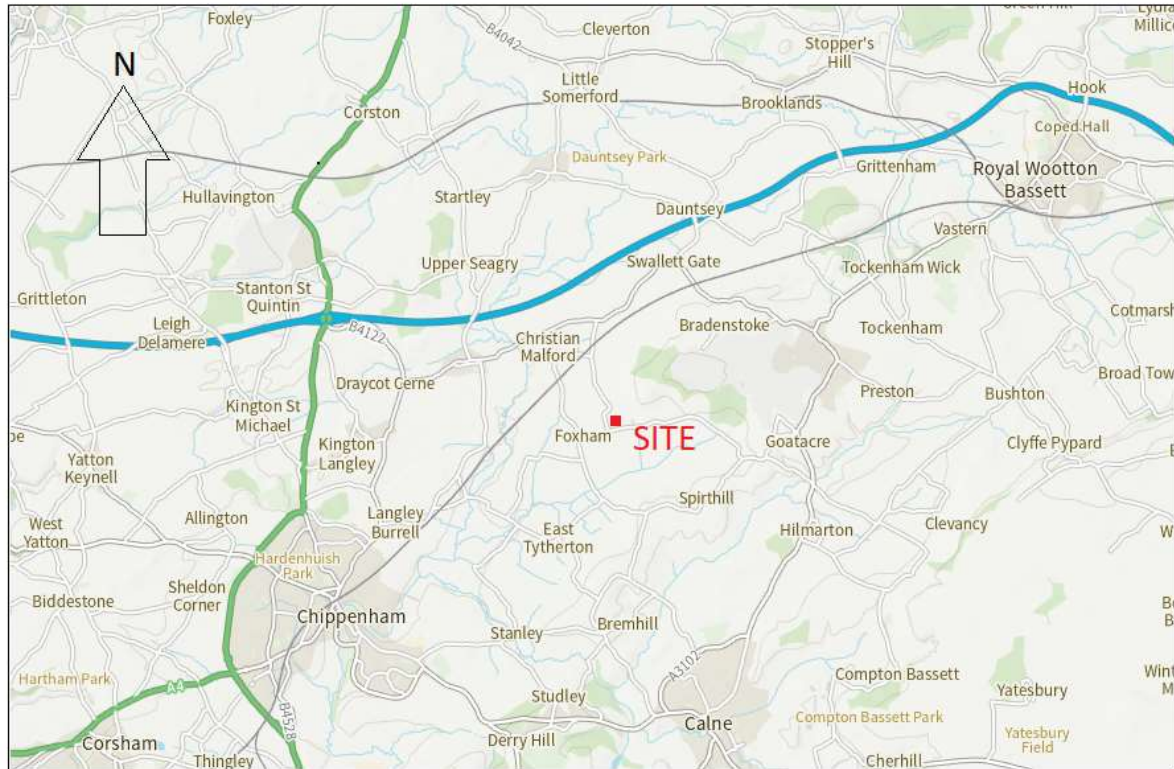
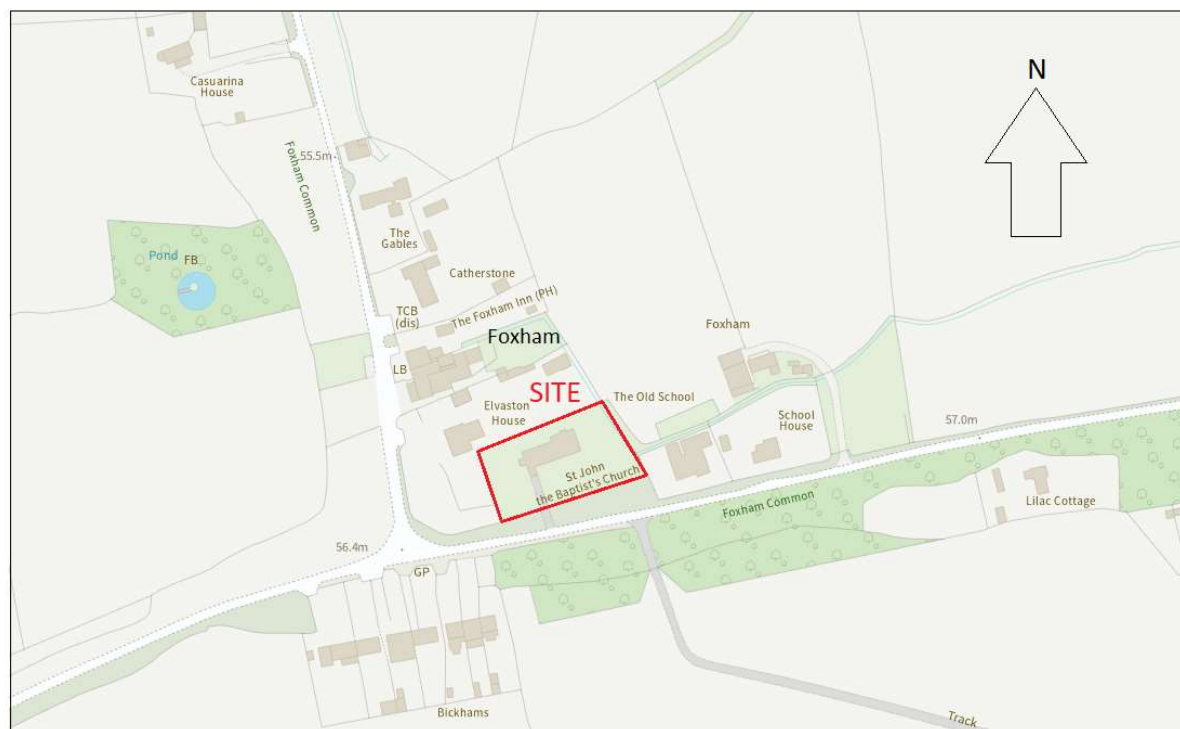
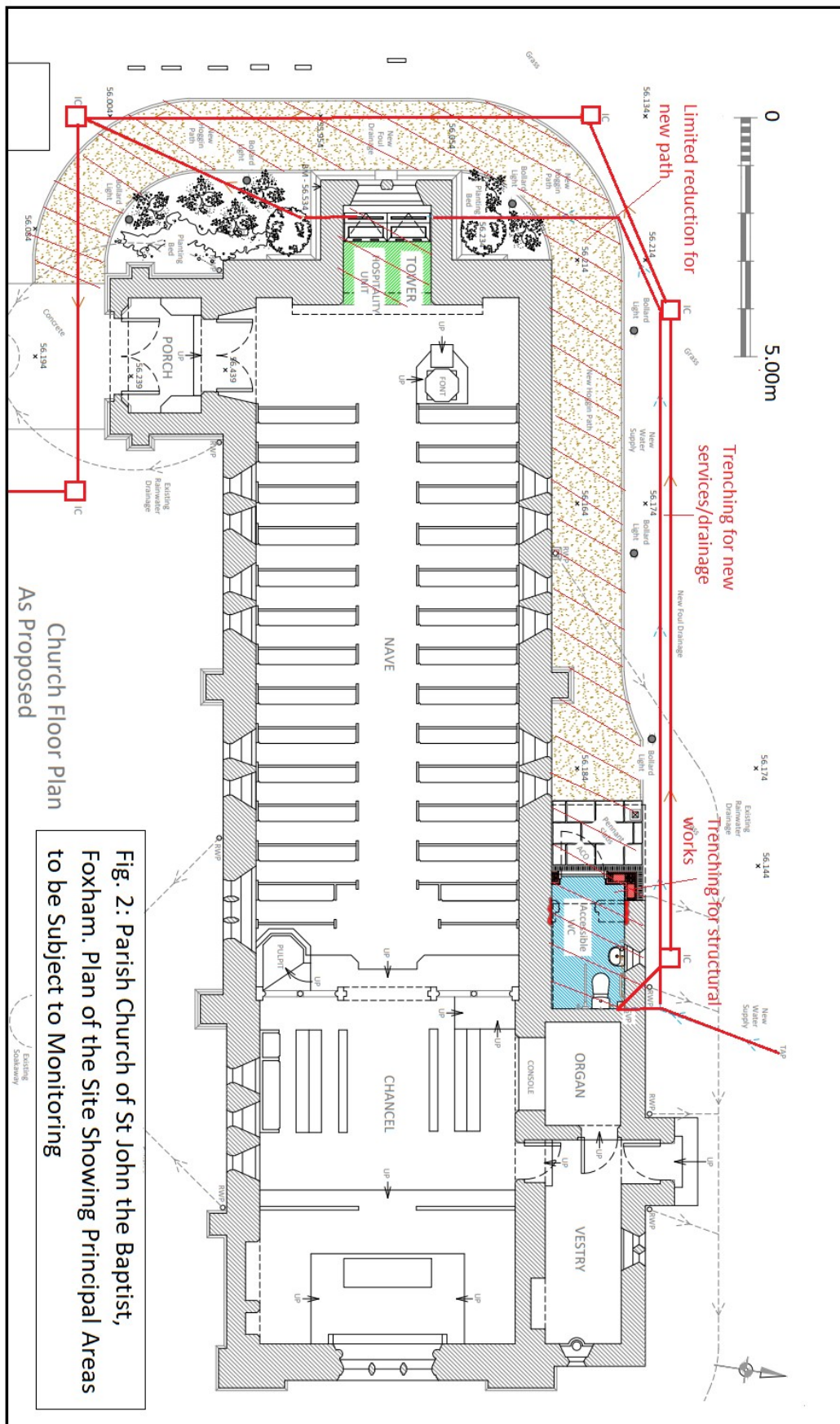


Fig. 1: Parish Church of St John the Baptist, Foxham. Location of the Site





1.3 Historical & Archaeological Context

1.3.1 The origins of the settlement of Foxham are uncertain but may have formed part of the estate of Cadenham, the core of which was located to the east and the remains of which may be represented by surviving earthworks², including apparent house platforms and a holloway. In 1066 the estate was in the possession of Ednoth the Constable, passing to William Malbank under Earl Hugh after the Conquest³. Foxham receives mention later in the medieval period and was a chapelry by 1219.

1.3.2 The presence of a church on the site of the existing building is indicated on early mapping of the area in 1773 and 1840 and this is most likely the represents the medieval chapel in its later form. The existing church of St John the Baptist was built on the site to designs by Willam Butterfield between 1878-81 in gothic revival style and consists of a simple plan of chancel, nave, south porch and slender west tower.

1.3.3 There is no record of recent formal archaeological investigation within the church or its immediate surroundings.

1.4 Legislation

1.4.1 The church is listed Grade II* (no. 1283495) by merit of its historical and architectural significance and as such enjoys statutory protection.

2.0 THE ARCHAEOLOGICAL PROGRAMME

2.1 Recommended Mitigation

2.1 The location of the site suggests high archaeological potential. It is therefore considered that intrusive elements of the proposed development are likely to have an impact on buried remains, possibly relating to the medieval chapel that seems to have formerly occupied the site, the character, date and extent of which is currently unknown.

2.2 In order to satisfy the condition of planning/faculty consent and mitigate the impacts of the development on potential archaeological remains it is proposed that an archaeological watching brief be carried out during the excavation of the groundworks in these areas. This mitigation format has been provisionally agreed as suitable with Wiltshire Council HES and is in accordance with guidance presented in *NPPF*.

2.3 Due to the potential significance of archaeological material contained within the site, monitoring of excavations will initially be *comprehensive*⁴ with the archaeologist being present on site during all groundworks associated with the development. The main contractor/applicant will be advised to contact the archaeologist well in advance of all intrusive works associated with the development.

² Wilts & Swindon HER ST97NE453

³ Morris, J (gen ed) 'Domesday Book, Wiltshire'; 22,5

⁴ ClfA, 'Standard for Archaeological Monitoring & Recording', December 2023

2.4 The objectives of the archaeological watching brief are to contribute to the knowledge of the chronological development of the Church of St John, its probable predecessor on the site and the wider area of the site through the recording of any archaeological remains exposed as a result of activities associated with the proposed development, to allow preservation by record of any such remains that will be otherwise destroyed by the excavation process and to enable the recovery of human remains and other artefacts under controlled conditions. Particular attention will be made to the character, condition date and significance of deposits, features and structures.

2.5 Attention will be paid to specific research aims as identified in the South West Archaeological Research Framework (SWARF)⁵, particularly in relation to medieval burial practices, the origins of parish churches & chapels and the foundation and evolution of early medieval religious sites (Webster et al 2008; p. 204; 205 & 286)

2.5 The detailed method and process to be employed during the monitoring is presented in 3.1, below.

3.0 FIELDWORK METHODOLOGY

3.1 Archaeological Monitoring

3.1.1 The archaeological contractor will provide the relevant officer from Wiltshire Council with adequate notice of work commencing on the site. Provision will be made to safely accommodate monitoring of the project by personnel from that body and any other interested parties.

3.1.2 All works will be undertaken within the terms of guidance provided by the Institute for Archaeology for the implementation of archaeological watching brief⁶, Historic England guidance for the management of research projects⁷ and to accepted best practice for archaeological work in Wiltshire

3.1.3 Only suitably qualified, trained and experienced persons will monitor all groundworks associated with the development.

3.1.4 Where areas of the site are to be stripped of modern surfaces or overburden the archaeologist will monitor the excavations and provide direction regarding the exposure of archaeological deposits.

3.1.5 The archaeologist will monitor all excavations and these will be accomplished through the use of a machine fitted with a toothless bucket; If possible archaeological remains are encountered machine excavation will be paused to allow further investigation.

3.1.6 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate. As a standard, at least one long section of each excavated trench will be photographed with an appropriate scale in place, to be supplemented by detailed shots to illustrate the stratigraphic sequence (3.1.17). In areas of low stratigraphic complexity the written (3.1.16) and photographic record of each context will be

⁵ Webster, CJ (ed), 2008 'The Archaeology of South West England', Somerset County Council

⁶ Institute for Archaeologists, 'Standard and Guidance for an Archaeological Watching Brief', IFA 2008

⁷ Historic England, 2015 'Management of Research Projects in the Historic Environment' (MoRPHE)

supplemented by a measured sketch. Where a more detailed record is required a detailed drawing will be produced at an appropriate scale (usually 1:10 or 1:20) and the location of each drawing will be accurately marked on the overall site plan at a scale of 1:200 or 1:500 (3.1.14). The main contractor will allow the archaeologist reasonable time and resources to undertake any inspection or recording required.

3.1.7 In the event of particularly significant discoveries WC HES will be informed and a site meeting be arranged between the consultant, WC HES and the applicant to determine the appropriate mitigation.

3.1.8 Particular attention will be paid to the discreet recovery of disarticulated human bone from the top soil contexts likely to be disturbed by the trenching. This material will be bagged and stored in a suitable location away from public view prior to being returned to the church authorities for appropriate re-burial. Articulated in-situ burials encountered during the works will be carefully excavated by hand and recorded photographically. The locations and attitude of each burial will be recorded on the overall site plan. Following removal the exhumed remains will be securely stored prior to reburial. The remains will be examined on site to provide broad information regarding date of deposition, age, gender and basic pathology. In respect of the treatment of human remains, guidance issued by the Advisory Panel on the Archaeology of Burials in England (APABE) and Historic England⁸ will be consulted and followed.

3.1.9 Artefacts will be collected as work progresses. Where possible these will be assigned to particular contexts and bagged and labelled accordingly with the site's unique code. Unstratified post-medieval material will be noted and discarded on site unless it retains extra-contextual significance. Provision will be made for the conservation and safe storage of finds of importance requiring such treatment.

3.1.10 Should any finds identified as treasure or potential treasure, including precious metals, groups of coins or prehistoric metalwork, be exposed, these will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996 Code of Practice (2nd Revision). Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

3.1.11 Provision within the project budget will be made for the sampling of the fills of cut features impacted by works associated with the proposal. Such samples may be for the purpose of scientific dating or, if for general environmental analysis, larger quantities of material may be retained (between 40 & 60 litres) for processing and analysis by suitably equipped and qualified specialists. The sampling strategy will be conducted in accordance with Historic England guidance⁹ and refined through consultation with a qualified specialist to be provided by Geoflo Ltd (Corton Denham, Somerset).

3.1.12 All structures, deposits and finds are to be recorded according to accepted professional standards.

⁸ Historic England, 2017 'Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds'

⁹ Historic England (Campbell, G; Moffett, L & Straker, V), 2011 'Environmental Archaeology', pp. 5-14

3.1.13 All recording points used should be accurately tied into the National Grid and located on to the 1:1250 map of the area.

3.1.14 Plans indicating the location of all archaeological features are to be drawn at an appropriate scale, located on the site plan and levelled with respect to OD, or surrounding permanent ground levels or street level. An overall site plan is to be maintained at a suitable scale, usually 1:200 Or 1:500.

3.1.15 All plans are to accurately tied in to the site grid by triangulation from existing permanent features and through the use of a hand-held GPS device. All plans and sections are to be drawn on polyester based drafting film and clearly labelled.

3.16 All archaeological contexts are to be recorded individually on context record sheets. A further, more general, record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate.

3.1.17 An adequate photographic record of the excavation will be prepared. This will include photographs illustrating the principal features and finds discovered, in detail and in context. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. All photographs of archaeological detail will feature an appropriately-sized scale. The photographic record will consist of digital images of a size of no fewer than 18 megapixels.

4.0 Post Excavation Assessment, Analysis and Project Designs for further work

4.1 Where excavations reveal archaeological, artefactual or palaeoenvironmental deposits that have potential for yielding important information about the site or its environs, through specialist assessment and analysis, this assessment work will be undertaken and reported on in a separate formal Post-Excavation Assessment and Project Design. This document may also fulfil the role of an interim report if a substantial publication delay is expected.

4.2 On completion of the watching brief an assessment of the site records will be undertaken as a result of which a programme of post-excavation work will be defined and a full report on the findings will be produced within 3 months of completion of the fieldwork. If no archaeological remains are encountered, a brief summary report of the work undertaken and the depths of the made ground recorded will be prepared for the Wiltshire Historic Environment Record. The summary will also include a scale plan of the location of areas observed during the investigation.

4.3 During the post excavation process specialists will be consulted for the production of reports in respect of the artefact assemblage. The expected classes of finds and relevant consultants are: prehistoric/Roman ceramics (Rachel Hall); medieval/post medieval metalwork and ceramics (TBC); faunal remains (Lorraine Higby). Should other classes of material occur advice will be sought from persons with relevant specialist knowledge.

4.4 The final report (if required) will contain a minimum of the following.

a) figures:

i) a site location plan tied into the Ordnance Survey at 1:1250 (or similar);

- ii) a trench/groundworks location plan at 1:100 or 1:200 showing the layout of archaeological features as related to the development site;
 - iii) plans of the main features revealed in each of the trenches at a larger scale; such plans are to also illustrate areas of disturbance; change in subsoil and location of sections;
 - iv) relevant section drawings and trench profiles as appropriate.
- b) an account of the background and circumstances to the work including a description of the development proposals and planning history, the nature of potential impacts arising from the proposals, any known existing disturbances on the site, background archaeological potential of the area of the site and constraints on the fieldwork.
- c) a description and interpretation of the archaeology of the site, together with an summary list of features containing information on stratigraphic relationships. This should include description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate. The report will include a consideration of the effects of the development on the archaeological remains and highlight any areas of increased sensitivity within the development site which may have potential to be considered during future development.
- d) a catalogue and discussion of the finds by category. The level of detail will depend on the assessment of all stratified pottery and other datable material will be studied to some degree.
- e) a copy of the OASIS form as completed online (see 4.6, below)

4.5 On completion of the final report, in addition to copies required by the Client, digital copies of the report shall be supplied to Wiltshire County HES on the understanding that this will be available for public reference on the HER Further copies will be available on request, but it should be noted the report, all illustrations and photographs remain copyright and reproduction or publication will be permitted without the express written permission of the author.

4.6 An online OASIS (Online Access to the Index of Archaeological Investigations) form will be completed in respect of the archaeological work and will include a digital version of the report. The report or HER entry will include the OASIS ID number.

4.7 All artefacts recovered during the investigation are the property of the landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, conservation guidelines and on completion of the archaeological post-excavation programme the contractor will arrange for them to be transferred for long term storage with Wiltshire Museum (agreement has been made with the museum to facilitate this, see 4.8, below)

4.8 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990)*. On completion of the project the landowner will arrange for the archive to be deposited at the Wiltshire Museum. Agreement has been made with the destination museum to provide adequate funding for the long term storage of the archive/artefacts (Box Fee) in satisfaction of a requirement of Wiltshire HES.

Contractor Details:

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