



The Cathedral Hotel, Salisbury, Wiltshire

Written Scheme of Investigation for
Archaeological Monitoring and Mitigation

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Portway House
Old Sarum Park
Salisbury
SP4 6EB

www.wessexarch.co.uk

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 SP6 1QX

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Project management by Ruth Panes
Document compiled by Phil Trim
Graphics by Roberta Marziani

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The Cathedral Hotel, Salisbury, Wiltshire

Written Scheme of Investigation for Archaeological Mitigation

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Larasian Ltd ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological monitoring and mitigation following the removal of concrete as part of the groundworks at The Cathedral Hotel, Salisbury. The archaeological works comprise monitoring removal of any modern made ground, and excavation and recording of any archaeological remains present within the footprint of the development extension and services. The archaeological works are required as part of Condition 8 of planning application PL/2024/09449.
- 1.1.2 The works are located to the rear of the existing hotel, centred on NGR 414555 129970, at The Cathedral Hotel, Salisbury, Wiltshire SP1 2AJ (Fig. 1).
- 1.1.3 The development comprises extensions and internal and external alterations to the Grade II Listed Hotel, involving redevelopment of the existing 22-bedroom hotel into a 13 suite 5-star, luxury hotel with bar, restaurant, courtyard garden and rooftop terrace bar. This WSI specifically relates to an extension of the rear (northern) elevation existing structure.
- 1.1.4 A planning application (PL/2024/09449) submitted to Wiltshire Council on 20 June 2025, was accepted subject to conditions. The following conditions relate to archaeology:

8 No development, other than the demolition works at ground level as shown on approved DWG No. 131 Rev.P1 – Demolition – Ground Floor Plan, shall commence within the red line boundary shown, as shown on approved drawing, DWG No: 001 Site Location plan, until a written programme of archaeological investigation has been submitted to and approved in writing by the Local Planning Authority. The written scheme of investigation will provide for:

- i) A programme of site investigation and recording within the area of archaeological interest. Development will not commence within the area of archaeological interest until the site investigation has been satisfactorily completed.*
- ii) A programme of post investigation assessment, analysis, publication, dissemination and archiving. This part of the condition shall not be discharged until these elements of the programme have been fulfilled in accordance with the programme set out in the written scheme or unless otherwise agreed in writing by the Local Planning Authority. REASON: To record and advance understanding of the significance of any heritage assets to be lost in a manner proportionate to their importance and to make this evidence and any archive generated publicly accessible.*

A letter from the Assistant County Archaeologist for Wiltshire, dated 20 November 2024 recommended the above archaeological condition and stated

This is in accordance with Paragraph 211 of the NPPF which states that 'Local planning authorities should require developers to record and advance understanding of the

significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible’.

The programme of archaeological work will comprise the investigation of the footprint of proposed new extensions and associated services to the rear of the property and any associated services. The programme will also provide for analysis, reporting and publication of the archaeological results commensurate with their significance.

- 1.1.5 This archaeological mitigation is required following the findings of a previous phase of archaeological works (AC Archaeology 1997). An archaeological desk-based assessment (ADBA) accompanied the planning application (Wessex Archaeology 2024).

1.2 Scope of document

- 1.2.1 This WSI sets out the aims and objectives of the mitigation, and the methods and standards that will be employed. It conforms to current best practice, as well as the Chartered Institute for Archaeologists’ relevant standards and guidance (CIfA 2014a; 2023a–b) and the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a).
- 1.2.2 This document will be submitted to the Assistant County Archaeologist for Wiltshire, archaeological advisor to the Local Planning Authority (LPA), for approval prior to the works.

1.3 Location, topography and geology

- 1.3.1 The Cathedral Hotel is located at the geographical and commercial centre of the medieval city of Salisbury, on the north side of Milford Street. From the 13th century, the site lay within the Cross Keys ‘chequer’ – one of the original medieval city blocks, immediately east of the Market Square.
- 1.3.2 The Site comprises a large, four-storey building with a yard space to the rear (north). The building is a Grade II Listed Building (NHLE 1259785).
- 1.3.3 The Site lies at an elevation of approximately 51 m above Ordnance Datum (aOD).
- 1.3.4 The solid bedrock geology of the Site is mapped by the British Geological Survey as chalk of the Newhaven Chalk Formation; a sedimentary bedrock formed approximately 86.3–72.1 million years ago during the Cretaceous period (BGS 2025).
- 1.3.5 The city of Salisbury is built on alluvium overlying valley gravels at the confluence of the rivers Avon, Nadder, and Bourne; part of the Solent River system (WCAS 2004). The chalk bedrock of the Site is overlain by superficial deposits of River Terrace Deposits 4 (sand and gravel), formed between 2.588 million years ago and the present, during the Quaternary period. No borehole information or geotechnical data is available for the Site (BGS 2025).
- 1.3.6 Whilst a clay and gravel subsoil was encountered within the Site during a previous archaeological investigation, the depth of this deposit was not recorded (AC Archaeology 1997). Recent ground investigation works, carried out as part of this development within the existing structure of The Cathedral Hotel, encountered possible river gravels at depths of 0.32–1.10 m (Wessex Archaeology 2025b).



2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior archaeological desk-based assessment (ADBA; Wessex Archaeology 2024), which detailed the recorded historic environment resource within a 500 m study area of the development. A WSI (Wessex Archaeology 2025a) for previous works associated with the ongoing development summarised the archaeological back ground, an updated summary of which is repeated here for ease of reference. Relevant entry numbers from the Wiltshire and Swindon Historic Environment Record (WSHER) and the National Heritage List for England (NHLE) are included below. Any additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the development

Archaeological Evaluation (AC Archaeology 1997)

- 2.2.1 Archaeological evaluation comprising a single 7 m x 2 m trench was undertaken within the rear courtyard of The Cathedral Hotel. The works recorded one principal and two other walls of a medieval domestic building, along with a series of chalk and mortar floors and other internal surfaces. Based on associated finds, use of this building was predominantly the later- 13th or early-14th century. A series of probable external deposits, including a chalk-lined well, were also examined to the north of the building. Archaeological features were encountered at 46 m aOD (AC Archaeology 1997).
- 2.2.2 The medieval building found within the Site is of particular interest as it is set some 20 m back from the street frontage and either extended, or was built into, the backland of this plot (WCAS 2004).

Archaeological Monitoring and Recording (Wessex Archaeology 2025b)

- 2.2.3 A series of five ground investigation trial pits within the existing structure of The Cathedral Hotel were subject to archaeological monitoring and recording. Four of the trial pits encountered no archaeological remains other than made ground. Situated immediately inside the existing south frontage of The Cathedral Hotel along Milford Street, Trial Pit 500 contained an east to west aligned flint and chalk wall foundation.
- 2.2.4 This wall potentially represents the remains of a significant medieval structure along the southern perimeter of the Cross Keys Chequer and demonstrates the likelihood of the presence of further archaeological evidence on site. (Wessex Archaeology 2025b)

2.3 Archaeological and historical context

Palaeolithic and Mesolithic (970,000–4000 BC)

- 2.3.1 Human activity throughout the Palaeolithic and Mesolithic periods is evidenced in Wiltshire by flint scatters and the remains of settlement camps, which show a riverine distribution.
- 2.3.2 Palaeolithic assemblages within Salisbury have been encountered within the terrace gravels at Milford Hill (Wymer 1999). Additional quantities of handaxes were also discovered at Fowlers Road (MWI9686 & MWI9866), Col Pepper's House (MWI9682) and Elm Grove Road (MWI11092), all located between 360 and 450 m east of the Site.
- 2.3.3 A further handaxe was recovered from terrace gravel deposits underlying the Salisbury Market Place, c.150 m to the west (MWI11085). The Site's position on Terrace 4 of the Avon indicates a broad potential for Palaeolithic remains.

- 2.3.4 Mesolithic artefacts have been less frequently recorded in the vicinity of the Site, with a single findspot of a Mesolithic Axe recorded c.340 m to the east (MWI9869).

Neolithic to Iron Age (4000–AD 43)

- 2.3.5 Evidence for activity from the Neolithic, and Bronze and Iron Ages in the wider Salisbury region is abundant and commonly recorded only a few find spots are recorded within 500 m of the Site. These include,
- Two findspots of Neolithic axe heads c.320 m north (MWI11107) and c.330 m east (MWI9873) of the site
 - Single findspot of Bronze Age flint implements c.360 m south of the Site (MWI9884).

- 2.3.6 No evidence of the Iron Age period has been identified within 500 m of the Site..

Romano-British (AD 43–410)

- 2.3.7 With the focus of activity from this period located at the settlement at Old Sarum, then called *Sorviodunum* (WCAS 2005), c.2.6 km to the north, little evidence of this period has been recovered from the city centre. However, a hoard of Roman coins, dated from AD 253-313, was discovered at Old George Inn c.260 m south-west of the Site (MWI9905) and a Romano-British bottle was found in a garden c.340 m to the south (MWI9910). A Roman brooch discovered in the market square is also recorded by the Portable Antiquities Scheme. Such finds are suggestive of further activity in the vicinity.

Saxon (AD 410–1066)

- 2.3.8 Occupation of Old Sarum continued into the early medieval period and shortly after the Norman Conquest in 1066, a motte and bailey castle was constructed in the centre of the hillfort (EH 2024).
- 2.3.9 Away from Old Sarum, evidence of Saxon occupation within the Study Area comes in the form of a pre-Christian cemetery at St Edmund's Church (MWI11178), and a further, individual inhumation (MWI10907), located 440 m and 480 m north-east of the Site, respectively.

Medieval (AD 1066–1500)

- 2.3.10 In 1220 construction had begun on a new cathedral at its present site in Salisbury, c.450 m south of the Site. The new town of Salisbury, centred on the cathedral and the confluence of five rivers, quickly grew to become the primary settlement of the county, surrounded by satellite villages. By the 14th century, all the main streets of the city were established (RCHME 1977, Crittall 1962, WCAS 2004).
- 2.3.11 Remains of medieval date are recorded throughout the city, including building foundations and structural elements, wells, refuse pits and a variety of domestic and commercial artefacts (Harding 2022, WSHR 2024), as well as isolated medieval findspots. Those in closest proximity to the Site (MWI75187, MWI11275, MWI75756, MWI75768) primarily comprise the wall footings of medieval buildings.
- 2.3.12 The Site lies within one of the original medieval city blocks, known as the Cross Keys 'chequer', immediately east of the Market Square. The area, bounded by Milford Street to the south, Brown Street to the east, Winchester Street to the north and Queen Street to the west, is likely to have been one of the areas of Salisbury developed at an early stage. Milford Street and New Canal, known as Winchester Street in 1316, was one of the principal routes through the new city. Previous investigations have indicated evidence of backland

development (i.e. at the centre of the chequer, behind the streets) from the later 13th or early 14th century (WCAS 2004).

- 2.3.13 Lying within the medieval core of the city, any further archaeological remains within the Site are likely to reflect those found in the surrounding chequers; a combination of domestic and commercial evidence, with structural elements fronting the street, and pits, dumps and yards to the rear. Excavations undertaken within the medieval chequers indicate a good potential for medieval remains to survive between the foundations and cellars of post-medieval and modern buildings. This accords with remains previously recorded within the Site (MWI75759) despite the small scale of the investigation.
- 2.3.14 The results of the recent archaeological and monitoring of five trial pits on the development site revealed the presence of a substantial building foundation which is of likely medieval date in the south part of the Site, close to Milford Street (Wessex Archaeology 2025b).

Post-medieval to modern (AD 1500–present)

- 2.3.15 The pattern of settlement in the study area established in the medieval period continued through the post-medieval period and largely into the present day. The majority of the Listed Buildings within the study area were established during the post-medieval period. Milford Street continued to form a central thoroughfare of the city, lined with shops, inns and houses.
- 2.3.16 Post-medieval finds and features are frequently encountered during archaeological investigations within the city centre, and given the unchanged street grid, follow a similar pattern to the medieval evidence, with structural remains focussed towards the street frontages, and open 'backlands' to the rear (Harding 2022). The high water table in Salisbury means that, in general, excavations have encountered deposits extending to about a metre in depth (WCAS 2004).
- 2.3.17 Early maps of Salisbury, dating to the 17th and early 18th century, show little specific detail of the Site. However, Speed's 1611 map (Wessex Archaeology 2024, p. 13, Inset 1) and William Naish's Map of Salisbury of 1716 (Wessex Archaeology 2024, Figure 7a;) both illustrate Cross Keys Chequer as developed along each of the four streets, with smaller buildings and open space within the backlands. In the latter map, the northern half of the Site appears largely undeveloped, with three garden/yard boundary lines visible.
- 2.3.18 The first edition of the Ordnance Survey, dated 1881 (Wessex Archaeology 2024, Figure 7b), gives a greater level of detail of activity and structures within the Site. The hotel is now labelled, illustrated as a narrower building than its modern-day counterpart. The eastern half of the Site comprises part of three plots fronting Milford Street and are presumed to be separate properties to the hotel. To the rear, the courtyard is considerably smaller than today, with a number of small buildings visible. Those separate from the surrounding buildings may have been sheds or outhouses, however, their function remains uncertain.
- 2.3.19 By the publication of the 1925 Ordnance Survey (Wessex Archaeology 2024, Figure 7c), the hotel building appears broadly in its current form. However, a number of buildings are still visible to the rear of the main building, and it is unclear as to which of the many surrounding properties these are associated. These rear buildings continue to be depicted into the latter half of the 20th century, but by the start of the 21st century, the courtyard appears on satellite imagery as is does today.



3 AIMS AND OBJECTIVES

3.1 Aims

3.1.1 With reference to the relevant ClfA standard (ClfA 2023a), the general aims (or purpose) of the archaeological monitoring and mitigation are to examine, record and interpret the archaeological resource within the specified area or site, and to disseminate the results, in accordance with methods and research objectives defined in the approved project design.

3.1.2 The aims of the investigation include:

- to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of the development or other works;
- and to provide an opportunity, if needed, to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the allocated resources are not sufficient to support treatment to a satisfactory and proper standard.

3.2 General objectives

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

- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource on the site by preparing a report on the results, with the option of publication of the archaeological results commensurate with their significance.

3.3 Site-specific objectives

3.3.1 Examine evidence for remains of a 13th to 14th century building recorded during the previous evaluation (AC Archaeology 1997)

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 Compliance with health and safety regulations and requirements will take priority over archaeological considerations in all works.

4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Assistant County Archaeologist and the client prior to being implemented.

4.1.3 Archaeological monitoring will commence once the concrete pad has been removed over the existing courtyard. It is not proposed to archaeologically monitor the removal of modern concrete. The removal of modern made ground deposits aside from concrete will be monitored by the attending archaeologist.



- 4.1.4 Figure 1 indicates the proposed excavation area which is located in potentially undisturbed ground where no previous modern buildings are recorded. This area measures 5.5m by 5.5m to cover an area of 30.25m² and will be investigated for archaeological remains following removal of the concrete. Archaeological remains will be excavated and recorded in accordance with the excavation methods outlined in section 4.5 of this WSI.
- 4.2 Figure 1 shows two areas for proposed excavation areas within the footprint of previous modern buildings. As the proposed foundation trenches for the new build are within or close to the footprint of previous modern buildings (please see proposed and existing plans in Appendices 2 & 3), it is anticipated that the ground is likely to be previously disturbed in these two areas. Archaeological monitoring and recording of the foundation trenches is recommended in these two areas, with the provision to extend the investigation to archaeological excavation, if archaeological remains are encountered and with prior agreement with the Client and the archaeological advisor (the Assistant County Archaeologist).
- 4.3 **Setting out of the monitoring and mitigation area**
- 4.3.1 The mitigation area/s will be set out by the principal contractor within the monitoring and mitigation area shown in Figure 1. The locations of excavated areas will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.
- 4.4 **Service location and other constraints**
- 4.4.1 The client and/or their principal contractor will be responsible for the identification and protection of any above- and below-ground services within the investigation areas. The client and/or their principal contractor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.
- 4.5 **Excavation methods**
- 4.5.1 The mitigation areas will be excavated using an excavator equipped with a toothless bucket wherever possible (concrete and modern hardstanding may require a breaker and toothed bucket). Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist, and will proceed in level spits of approximately 50–200 mm until the upper-most archaeological horizon or the geological substrate is exposed. Where necessary, the surfaces of archaeological deposits will be cleaned by hand. Modern concrete removal will not be monitored.
- 4.5.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the project aims and objectives. The following minimum sampling levels are proposed:
- 50% of all discrete archaeological features (e.g., pits, postholes);
 - 50% of all structural features (e.g., ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
 - 50–100% of features and deposits associated with specific domestic and/or industrial activities (e.g., hearths, ovens, kilns);
 - 100% of all inhumation and cremation burials, and other cremation-related deposits; and



- 10–20% of all linear features (e.g., ditches, gullies), including all terminals and feature intersections.

- 4.5.3 If the sampling levels outlined above are not proportionate to the significance of the archaeological remains identified, the scope of works will be re-assessed in consultation with the Assistant County Archaeologist, with up to 100% of individual features or deposits being excavated as required.
- 4.5.4 Spoil from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval and, where appropriate, will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.
- 4.5.5 If human remains are uncovered, the specific methods outlined below (section 4.9) will be followed.
- 4.5.6 Consideration will be given to the use of accredited local metal detector operators, subject to written agreement regarding disclosure, surrender and ownership of finds not falling under the *Treasure Act 1996*.

4.6 Recording

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

4.7 Survey

- 4.7.1 The survey of all excavated areas and features will be carried out using a Leica GNSS and/or Total Station Theodolite set up within a site grid tied in to the OS National Grid and heights above OD (Newlyn). Survey grids will be established, with a three-dimensional accuracy of at least 50 mm, using a Leica GNSS connected to Leica's SmartNet service to receive real time kinematic (RTK) corrections.

4.8 Monitoring

- 4.8.1 The client will inform the Assistant County Archaeologist of the start of the excavation and its progress. Reasonable access will be arranged for the Assistant County Archaeologist to make site visits to inspect and monitor progress. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Assistant County Archaeologist.

4.9 Reinstatement

- 4.9.1 Following the completion of the excavation to the satisfaction of the client and the Assistant County Archaeologist, any backfilling or other reinstatement will be the responsibility of the client or principal contractor as the needs of the development require.



4.10 Finds

General

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

Human remains

- 4.10.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice Licence (this includes cases where remains are to be left *in situ*).
- 4.10.3 Should human remains require removal, all excavation and post-excavation will be in accordance with Wessex Archaeology protocols, and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.10.4 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.10.5 Wessex Archaeology will immediately notify the client and the Assistant County Archaeologist on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the Act (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.11 Environmental sampling

Introduction

- 4.11.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011; Historic England 2015b).

Site-specific sampling strategy

- 4.11.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to target archaeological and landscape features in order to address the aims and objectives of the project, with reference to local or regional research agendas if appropriate. Any change in strategy will be agreed with the Assistant County Archaeologist.

Sampling methods

- 4.11.3 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and crop driers) should be prioritised for

sampling over features, such as ditches or postholes, that are likely to contain reworked and residual material.

- 4.11.4 If waterlogged or mineralised deposits are encountered, an appropriate environmental sampling strategy will be agreed with the Assistant County Archaeologist. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.11.5 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.11.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records, and surveyed data from the excavation will be collated and checked. Context information will be entered into a database, which will be linked with surveyed data and other forms of specialist assessment data within a GIS.
- 5.1.2 Stratigraphic groups will be defined, and preliminary phasing undertaken using stratigraphic relationships, finds spot-dates and any other relevant information. The character, range, date, nature, condition and significance of the stratigraphic evidence will be assessed and reported on. Issues surrounding stratigraphic interpretation (e.g., due to truncation, redeposition, residuality) and phasing (e.g., due to low level of finds) will be identified.

5.2 Finds evidence

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

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the environmental remains present

and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).

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

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

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

5.4 Reporting

General

5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, finds and environmental evidence, a draft post-excavation assessment report will be prepared in general accordance with relevant guidance (ALGAO 2015; ClfA 2023b). The draft report will be submitted for approval to the client and the Assistant County Archaeologist for comment. Once approved, a final version will be submitted.

5.4.2 The report will include the following elements:

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the evidence might be able to meet the original aims and research objectives of the project;
- Updated Project Design, including summary of recommendations for any further analyses and updated project aims, with proposals for dissemination of the results, e.g., through publication (including a task list scheduling the personnel and resources required);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

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

OASIS

- 5.4.4 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

- 6.1.1 It is recommended that the project archive be deposited with Salisbury Museum. Provision will be made for long-term storage in the post-fieldwork costs. The museum will receive notification of the project prior to fieldwork commencing, and a notification number will be obtained.

6.2 Transfer of title

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

6.3 Preparation of archive

Physical archive

- 6.3.1 The physical archive will be prepared following the standard conditions for the acceptance of excavated archaeological material by Salisbury Museum, and in general following nationally recommended guidelines (Brown 2011; ClfA 2014b; SMA 1995). The archive will usually be deposited within one year of completion of the project, with the agreement of the client.

Digital archive

- 6.3.2 The digital archive will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.

Finds archive

- 6.3.3 Any finds (artefacts and ecofacts) will be prepared following the standard conditions for the acceptance of excavated archaeological material by NAMED MUSEUM, and in general following nationally recommended guidelines (Brown 2011; ClfA 2014b; NPAAW 2017; SMA 1995). The archive will usually be deposited within one year of completion of the project, with the agreement of the client.

Documentary archive

- 6.3.4 The physical archive (paper records and graphics) and born digital data (site records, finds and environmental data, photographs, survey data and reports) will be prepared following the standard conditions for the acceptance of excavated archaeological material by the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) and in general following nationally recommended guidelines (Brown 2011; ClfA 2014b; NPAAW 2017; SMA 1995).

6.4 Selection strategy

- 6.4.1 It is widely accepted that not all records and materials (artefacts and ecofacts) collected or created during an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's (n.d. b) *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's specialists, external specialists, local authority, museum) and fully documented in the project archive.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file.

7 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results and engage with the local community through social media, press releases, open days and volunteer involvement, while accounting for issues such as health and safety, confidentiality and vandalism.

8 COPYRIGHT

8.1 Archive and report copyright

- 8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.
- 8.1.2 Digital copies of the final report will be made available to the Historic Environment Record (HER) through OASIS (online access to the index of archaeological investigations). Geospatial/survey data forming part of the digital archive will be supplied, on request, to the HER.

8.2 Third party data copyright

- 8.2.1 This document, the post-excavation assessment report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.



9 WESSEX ARCHAEOLOGY PROCEDURES

9.1 External quality standards

- 9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of Conduct* (CIfA 2014c) and *Regulations for Professional Conduct* (CIfA 2019). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice and will normally be members of the CIfA.

9.2 Personnel

- 9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager.

- 9.2.2 The following key staff are proposed:

- Project Manager Ruth Panes
- Archaeologist Phil Trim
- Archaeologist Phil Harding

- 9.2.3 The assessment of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in Appendix 1.

- 9.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9.3 Internal quality standards

- 9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients.

- 9.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project, including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.



- 9.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

9.4 Health and safety

- 9.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.
- 9.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.
- 9.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.
- 9.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 9.4.5 All fieldwork staff are provided with relevant health and safety training to ensure they are able to work safely in a construction industry environment. This includes training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS). However, since May 2024 the Construction Skills Certification Scheme (CSCS) has ceased issuing cards to archaeologists.

9.5 Insurance

- 9.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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APPENDICES

Appendix 1 Finds and environmental specialists

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



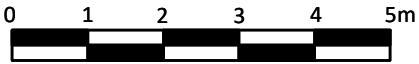
Name	Qualifications	Specialism
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology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



Appendix 2 Client proposed ground floor plan

Notes:

- All drawings are subject to Planning and Building Control consent.
- The details shown are for design intent purposes only and are subject to further design development with suppliers and sub-contractors
- Proposals subject to consultation and approval from Local Authority Building Control or an Approved Inspector
- All setting out dimensions should be checked on-site prior to construction and any discrepancies and/or omissions should be reported to the Architect immediately



Scale 1:100

LEGEND

- Existing Walls
- Proposed Walls
- Proposed Glazed Walls



Proposed Ground Floor Plan
1:100 @ A3

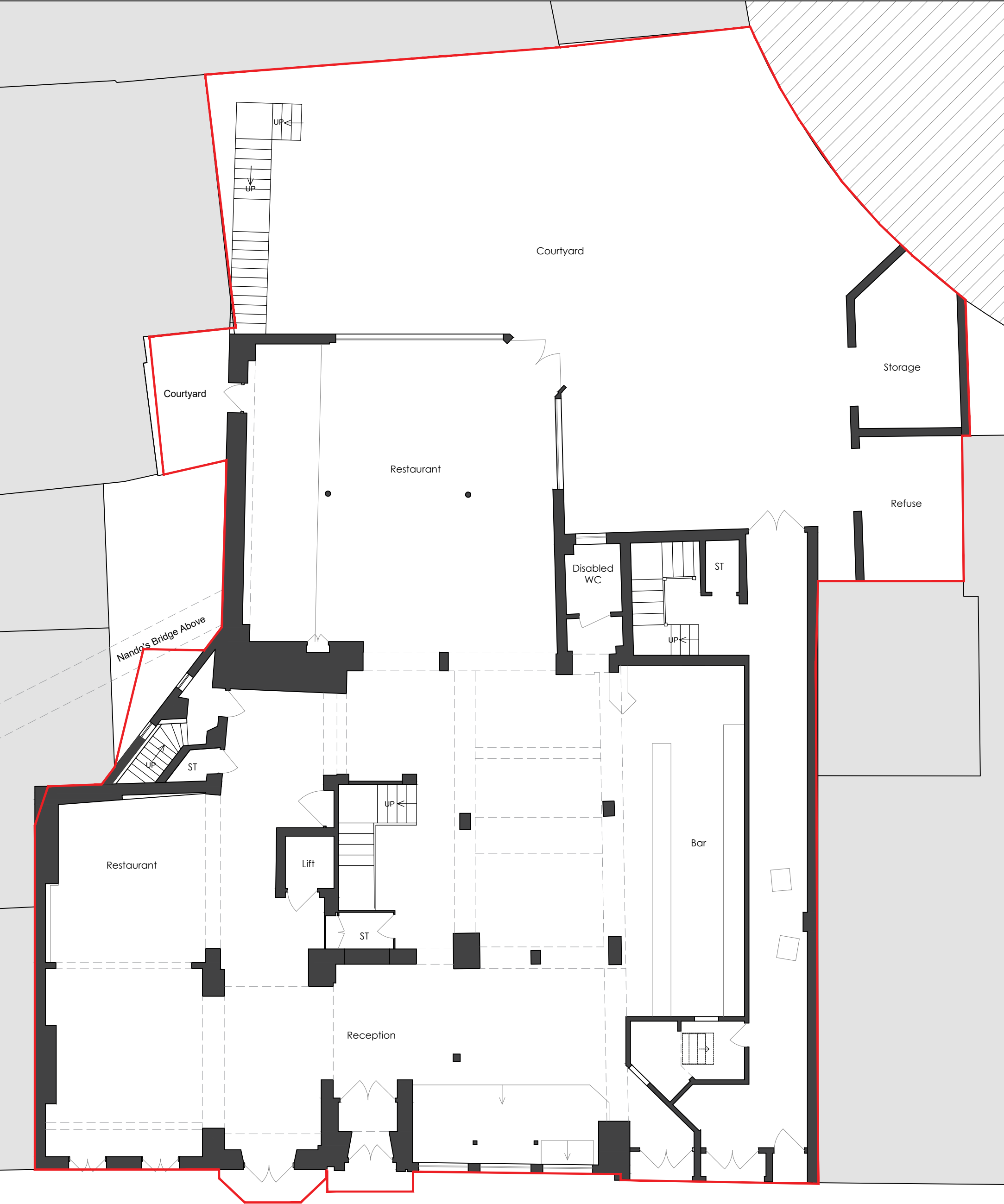
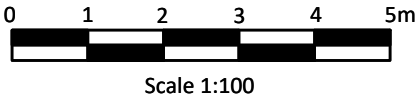
	Rev Date Details Drawn Checkd	P2 27.02.25 Planning Amendments P1 10.10.24 - Rev Date Details	SM MD SM MD Drawn Checkd	Drawn By: SM Date: 27.02.25 Checked By: MD Date: 27.02.25	Project No: 23007 Scale: 1:100 @A3 Dwg No: 111 Rev: P2	Issued for: Planning Project/Client: The Cathedral Hotel Salisbury, SP1 2AJ Drawing: Proposed Ground Floor Plan	Corstorphine & Wright Fordingbridge Studio 27 Glasshouse Studios, Fryern Court Road, Fordingbridge, SP6 1QX 01425 655806 corstorphine-wright.com The copyright of this drawing is vested with Corstorphine & Wright Ltd and must not be copied or reproduced without the consent of the company.



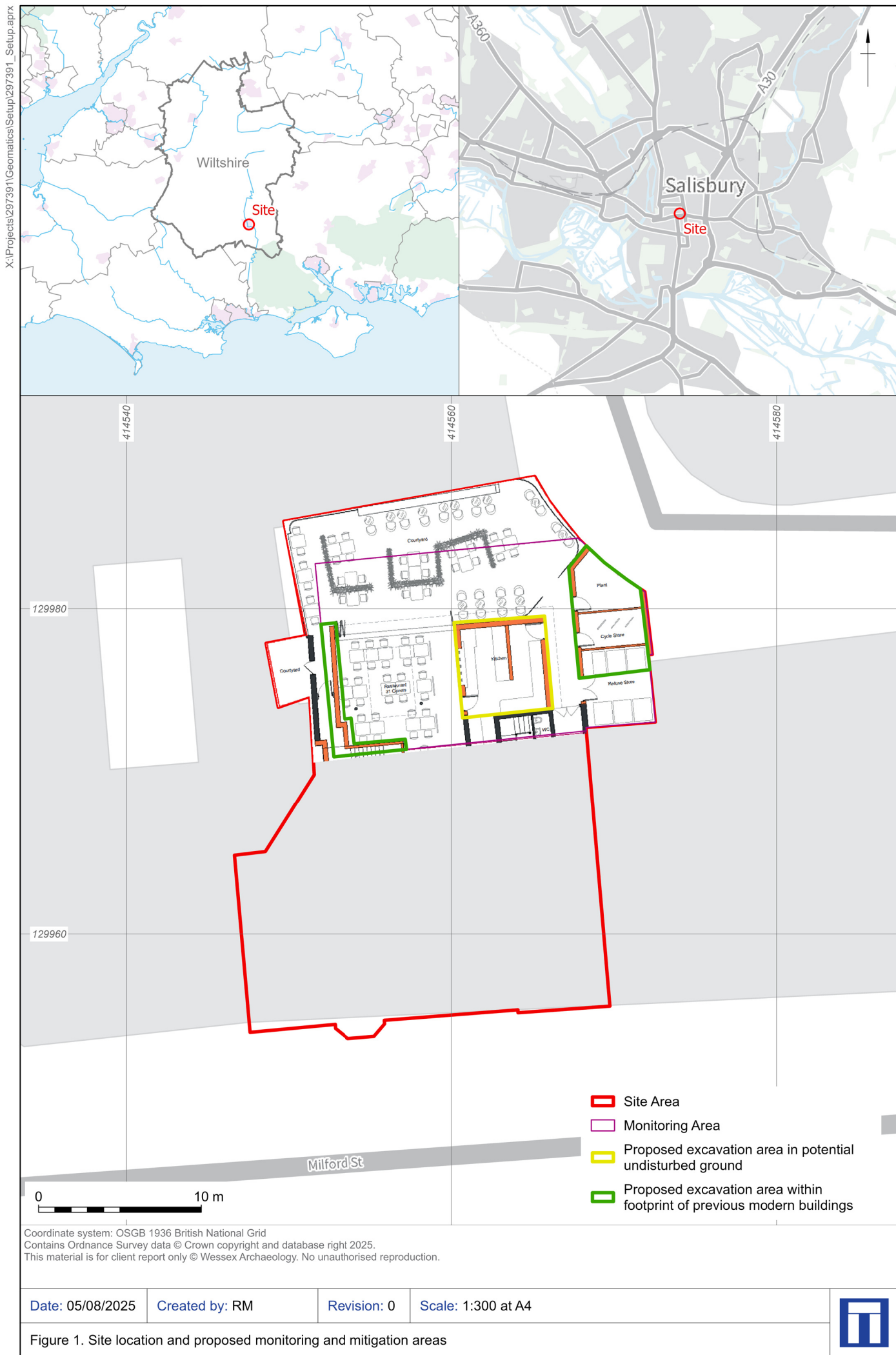
Appendix 3 Client existing ground floor plan

Notes:

- All drawings are subject to Planning and Building Control consent.
- The details shown are for design intent purposes only and are subject to further design development with suppliers and sub-contractors
- Proposals subject to consultation and approval from Local Authority Building Control or an Approved Inspector
- All setting out dimensions should be checked on-site prior to construction and any discrepancies and/or omissions should be reported to the Architect immediately



Existing Ground Floor Plan
1:100 @ A3





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

