



15 Castle Street
Trowbridge
Wiltshire

Archaeological Project Design for
Archaeological Monitoring and Recording

Wiltshire Council Planning Ref.: PL/2022/09736
Accession Number: TBC
Document Ref.: 295280.01
May 2024



© Wessex Archaeology Ltd 2024, all rights reserved

Unit 9
City Business Park
Easton Road
Bristol
BS5 0SP

www.wessexarch.co.uk

Wessex Archaeology Ltd is a company limited by guarantee registered in England, company number 1712772. It is also a Charity registered in England and Wales number 287786, and in Scotland, Scottish Charity number SC042630. Our registered office is at Portway House, Old Sarum Park, Salisbury, Wiltshire, SP4 6EB

Disclaimer

The material contained in this report was designed as an integral part of a report to an individual client and was prepared solely for the benefit of that client. The material contained in this report does not necessarily stand on its own and is not intended to nor should it be relied upon by any third party. To the fullest extent permitted by law Wessex Archaeology will not be liable by reason of breach of contract negligence or otherwise for any loss or damage (whether direct indirect or consequential) occasioned to any person acting or omitting to act or refraining from acting in reliance upon the material contained in this report arising from or connected with any error or omission in the material contained in the report. Loss or damage as referred to above shall be deemed to include, but is not limited to, any loss of profits or anticipated profits damage to reputation or goodwill loss of business or anticipated business damages costs expenses incurred or payable to any third party (in all cases whether direct indirect or consequential) or any other direct indirect or consequential loss or damage

Document Information

Document title 15 Castle Street, Trowbridge, Wiltshire
Document subtitle Archaeological Project Design for Archaeological Monitoring and Recording
Document reference 295280.01

Client name Stone Developments Wiltshire Ltd
Address Grange Cottage
125 Ashton Road
Hilperton
Trowbridge
Wiltshire
BA14 7QY

Site location 15 Castle Street, Trowbridge
County Wiltshire
National grid reference 385602 157826 (ST 85602 57826)
Planning authority Wiltshire Council
Planning reference PL/2022/09736
Museum name Wiltshire Museum, Devizes
Museum accession code TBC

WA project name 15 Castle Street, Trowbridge
WA project code 295280
Project management by Kirsty Nichol
Document compiled by Ray Holt
Graphics by Sally Jones

Quality Assurance

Issue	Date		Author	Approved by
1	10/05/2024	Draft to client	RH	
2	21/05/2024	Following client sign off	RH	



Contents

1	INTRODUCTION	1
1.1	Project and planning background	1
1.2	Scope of document	1
1.3	Location, topography and geology	1
2	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND	2
2.1	Introduction.....	2
2.2	Previous investigations in vicinity of the development.....	2
2.3	Historical context	2
2.4	Archaeological context	4
3	AIMS AND OBJECTIVES	4
3.1	Aims	4
3.2	General objectives.....	5
4	FIELDWORK METHODS	5
4.1	Introduction.....	5
4.2	Service location and other constraints	5
4.3	Watching brief methods.....	5
4.4	Recording	6
4.5	Survey	6
4.6	Monitoring.....	6
4.7	Finds.....	7
4.8	Environmental sampling	7
5	POST-EXCAVATION METHODS AND REPORTING	8
5.1	Stratigraphic evidence	8
5.2	Finds evidence	8
5.3	Environmental evidence	8
5.4	Reporting	9
6	ARCHIVE STORAGE AND CURATION	10
6.1	Museum.....	10
6.2	Transfer of title	10
6.3	Preparation of archive	10
6.4	Selection strategy	10
6.5	Security copy	11
7	OUTREACH AND SOCIAL MEDIA	11
8	COPYRIGHT	11
8.1	Archive and report copyright	11
8.2	Third party data copyright.....	11
9	WESSEX ARCHAEOLOGY PROCEDURES.....	11
9.1	External quality standards	11
9.2	Personnel	11
9.3	Internal quality standards	12
9.4	Health and safety	12
9.5	Insurance.....	13
	REFERENCES	14
	APPENDICES.....	16
	Appendix 1 Finds and environmental specialists	16



List of Figures

Figure 1 Site location and monitoring area

Figure 2 Proposed development



15 Castle Street, Trowbridge, Wiltshire

Archaeological Project Design for Archaeological Monitoring and Recording

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Stone Developments Wiltshire Ltd ('the client'), to produce an archaeological project design (APD) for proposed archaeological monitoring and recording during groundworks associated with the demolition of a hand car wash and the erection of a building for 6no. dwellings. The works to be monitored cover an area of approximately 0.03 ha centred on NGR 385602 157826, at 15 Castle Street, Trowbridge, Wiltshire, BA14 8AS (Figure 1).
- 1.1.2 The development comprises the demolition of a hand car wash and the erection of a building for 6no. dwellings at 15 Castle Street, Trowbridge, Wiltshire (Figure 2).
- 1.1.3 A planning application (PL/2022/09736) submitted to Wiltshire Council, was granted on 22 May 2023, subject to conditions. The following conditions relate to archaeology:

Condition 3 *No development shall commence on site until:*

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

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

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

1.2 Scope of document

- 1.2.1 This APD sets out the aims and objectives of the watching brief, 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 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 County Archaeologist, archaeological advisor to the Local Planning Authority (LPA), for approval prior to the fieldwork.

1.3 Location, topography and geology

- 1.3.1 The works to be monitored are located to the south of Trowbridge Town Centre, immediately west of Castle Street, on a plot of land currently occupied by a hand car wash facility. The site is situated within the historic urban core of the town, which is today defined by a mix of residential and commercial properties.



- 1.3.2 Existing ground levels are relatively flat at approximately 41.9 m aOD, sloping down slightly to the south.
- 1.3.3 The bedrock geology is mapped as Cornbrash Formation – Limestone a sedimentary bedrock formed between 164 to 168 million years ago during the Jurassic period in an environment previously dominated by shallow seas. (British Geological Survey 2024). No superficial deposits are recorded.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior heritage assessment (HA; Wiltshire Buildings Record 2022), which considered the recorded historic environment resource within the vicinity of the development. A summary of the results is presented below, with relevant entry numbers from the Wiltshire Historic Environment Record (HER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Previous investigations in vicinity of the development

Archaeological Evaluation (2022)

- 2.2.1 An archaeological evaluation was undertaken in 2022 at 16 & 17 Castle Street by Heritage Planning Services Ltd. Two trenches were excavated covering 5% of the proposed development area. None of the trenches revealed any archaeology, and no finds were retrieved from site. The evaluation revealed that the site had been recently resurfaced, below this were a partly truncated topsoil and extensive (up to 1.7m thick) made-ground deposit which sealed the natural geology. At the western end of the site a short length of wall was revealed. This was interpreted as one side of a suggested access lane to the rear of a terrace of properties dated to 1886 but it was not fully recorded due to Health & Safety constraints (Heritage Planning Services 2022).

2.3 Historical context

Trowbridge Castle

- 2.3.1 Trowbridge is situated in the low-lying claylands of the Bristol Avon, astride the River Biss, which flows into the Avon to the north of the town. The boundaries of Trowbridge seem to have been in place by at least the 10th century. At the time of the Domesday Book in 1086 Trowbridge (referred to as 'Straburg') was held by a Saxon, Brictric, whose father had held it before him. He was the largest Saxon landowner in Wiltshire. Soon after the Norman Conquest Trowbridge passed to the de Bohun family, who built a castle there well before the Anarchy period. From there, they administered their estates known as the 'honour of Trowbridge'. All that is known about the castle is that it was of motte and bailey construction on a flat site. During the Anarchy period 1138-1153 King Stephen unsuccessfully besieged Trowbridge castle, which was then held for the Empress Maud and well-defended. The extensive urban survey for Trowbridge indicates that Castle Street was included within the late medieval extent of the town, and part of the settlement on former castle precincts.
- 2.3.2 Evidence for the later history of the castle were revealed in excavations undertaken in 1977 by Roy Canham and Alison Borthwick for the County Library and Museum Service. The excavation report shows that there were considerable changes in c1200 where a church within the castle precincts had been converted to a house. This also coincides with the laying out of Market Place to the north. At the north end of Court Street on the south side a graveyard was discovered. By 1311 the castle is described as a 'capital messuage',

indicating it had lost its defensive status and was regarded as a manor house. By 1372 the farm buildings on the castle site were being let out, and the houses had been built on or near the defences, forming the inner side of Fore Street.

2.3.3 In the late 15th century William Worcester described the castle as ruined. Leland in c1540 specifically described the castle as standing on the south side of the town with seven great towers, of which two remained. A lease of the desmesne farm of the manor made in 1651 includes the Upper Court, seen on a map of 1780 which is bounded on the east side by Castle Street today. The Lower Court was separated by the line of the present Castle Street. The lease describes a barn of six bays with a stable at one end, an ox-stall of two bays, a pigeon house, and a stable 'more lately built in the middle of the court'. It also mentioned the remains of the old castle. A rental of 1667 mentions a 'porter's lodge' at the corner of Court Street and Castle Street which stood next to Farm Gate. Rogers believes that this route into the castle site became Court Street.

2.3.4 Bodman's history of Trowbridge published in 1814 states that 'nearly the whole of the upper courts (bounded on the east by the present Castle Street), which were contiguous to the castle, are sold to erect factories upon them...'. This certainly led to the laying out of Court Street, with surviving mills retaining listed building status. The mills and surviving 19th century housing is identified by the 2019 CA appraisal as being part of the historic core and the most significant sub-section of the Conservation Area, comprising nationally important Listed Buildings, three of which are Grade I (Parade House, 68 Fore Street and Lloyd's Bank).

Castle Street Houses

2.3.5 An unfinished map dated 1780 indicates the extent of the castle as bounded by the river Biss to the west, which curves round to the south, Wicker Hill and Fore Street to the north, and Castle Street to the east. Only the north part of Castle Street existed, with the lower part, on which 16 & 17 were to be constructed, described as a 'foot way' leading to Cradle Bridge. Consequently, there was no building on the site in Castle Street until the early 19th century, excepting a dye house and other industrial buildings.

2.3.6 From documentary research done by Ken Rogers, the building date of the row of cottages on the west side of Castle Street numbered has been found. A reference to Stephen Newman, a plasterer and tiler, indicates that he was responsible for putting up five houses in Castle Street in 1826, and a further house, and three rows of 10 terraced houses in 1835. Further buildings had been added by 1863 described as:

...six cottages adjoining each other, one in Castle Street, another facing the road leading to the factories (Possibly Mill Street), the remaining four in a court occupying the whole distance between the two first named...

2.3.7 Rogers found further reference to a house in Bailey's Yard in 1848, and states in his Trowbridge History Vol.6 article that a court of 13 tenements existed by the 1820s. This court was originally known as Castle Ditch Square in the rate books and suggests this was the southern extent of the earthworks of the castle. The terrace of housing in which 16 & 17 Castle Street occurred was slightly north of the ditch.

2.3.8 The west side of Castle Street underwent great change during the second half of the 20th century. For the first half of the century there was very little change.



- 2.3.9 In 1958/9 numbers 13-19 were dwellings; there was no mention of 10-12 which must have been demolished by this time. By 1963 only numbers 15-19 were occupied as dwellings. In 1972 only 17 was occupied.
- 2.3.10 In 1971 The Goad range of town centre business maps indicated that although the east side of Castle Street was still lined with the original 1820-30s houses, now largely shops, the west side remained largely as dwellings with some businesses. The Goad plan of 1971 indicates that the carriage works adjoining Home Mill Buildings were now occupied by Quartley Sons and White. By 1974 nos.10-20 were in the occupation of Hebden Knee Motors & car sales, and in 1978 occupied by Wadham Stringer car sales and service station suggesting that the houses were largely gone or going. By 1983 all but nos. 16 & 17 Castle Street remained of the row numbered 10-20. The only other remaining domestic dwellings are the listed 1-6 Home Mill Buildings. By c1990 the Goad map shows that the area occupied by no.16/17 adjoined a private car park belonging to the Toyshop to the north. The Elephant and Castle pub, part of a terrace at the lower end of Castle Street had also become further commercial premises; the Star of India restaurant and Sextons car radio.

2.4 Archaeological context

Prehistoric

- 2.4.1 Evidence of linear features probably representing a field system were found during excavations to the west of Castle Street in 1988. Early Bronze Age features include a row of 6 post-holes and 2 associated pits. Later Bronze Age features included a palisade trench and 4 pits (ST85NE154).
- 2.4.2 A four-post structure dated to the late Iron Age by a single sherd of pottery found in the fill of one post-hole was recorded during excavations in advance of development to the west of Castle Street in 1988 (ST85NE201).

Roman

- 2.4.3 Abraded pottery of Romano-British date was found within the fill of a ditch excavated in advance of development in 1988 to the west of the site. A Roman coin of Constantius was found during excavations in 1977. Romano-British finds were recovered from Saxon and Medieval contexts during excavations in 1988. These include 3rd and 4th century coins, latest of which is of Valentinian (364-378) and three copper alloy brooches, including two of early to mid-1st century date (ST85NE306).

Saxon

- 2.4.4 Saxon settlement has been revealed to the west of the site, including sunken floored buildings and post-built structures. A site, occupied by a Saxo-Norman manorial complex and chapel dating from the 10th century was excavated in 1988 in advance of development (ST85NE400).

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 The aims of the investigation are 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;



- 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; and
- guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

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.

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 APD. Any significant variations to these methods will be agreed in writing with the County Archaeologist and the client prior to being implemented.
- 4.1.3 The works to be monitored consist of all intrusive groundworks associated with the demolition of a hand car wash and the erection of a building for 6no. dwellings.

4.2 Service location and other constraints

- 4.2.1 The client and/or their principal contactor will be responsible for the identification and protection of any above- and below-ground services within the watching brief area/s. The client and/or their principal contactor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

4.3 Watching brief methods

- 4.3.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and will be constantly monitored by the attending archaeologist.
- 4.3.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.



- 4.3.3 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the project aims. Spoil from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval and will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.
- 4.3.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved strategy is insufficient, the monitoring archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the County Archaeologist, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this APD will need revising before any further fieldwork proceeds – the revised APD will need the approval of the County Archaeologist, on behalf of the LPA.

- 4.3.5 If human remains are uncovered, the specific methods outlined below (section 4.7) will be followed.

4.4 Recording

- 4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.4.2 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 Ordnance Survey (OS) National Grid.
- 4.4.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 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.

4.5 Survey

- 4.5.1 The real time kinematic (RTK) survey of all archaeological features will be carried out using a Leica Global Navigation Satellite System (GNSS) connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.
- 4.5.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

4.6 Monitoring

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

4.7 Finds

General

- 4.7.1 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

- 4.7.2 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*).
- 4.7.3 Initially the remains will be left *in situ*, covered, and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the County Archaeologist regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.7.4 Excavation and post-excavation processing of human remains 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.
- 4.7.5 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

- 4.7.6 Wessex Archaeology will immediately notify the client and the 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.

4.8 Environmental sampling

- 4.8.1 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).
- 4.8.2 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.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an appropriate environmental sampling strategy will be agreed with the County Archaeologist. Specialist guidance will be provided by Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.

4.8.4 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.

4.8.5 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 watching brief will be collated and checked. Key data will usually be transcribed into a database, which can be updated during any further analysis. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery, and any other relevant information.

5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period/phase and/or feature group as appropriate.

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. Recording and reporting will conform to the Type 1 (Description) level according to the ClfA (n.d. a) *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation. The report will include a table of finds by feature/context.

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 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 range of 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 1 (Description) level according to the ClfA (n.d. a) *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation.

5.4 Reporting

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, finds and environmental evidence, a draft report will be prepared in general accordance with relevant guidance (ClfA 2023b). The draft report will be submitted for approval to the client and the 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;
 - Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
 - Archive preparation and deposition arrangements;
 - Appendices;
 - Illustrations; and
 - References.
- 5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format).

Publication

- 5.4.4 If no further excavation works are undertaken, a short report on the results will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the County Archaeologist.

OASIS

- 5.4.5 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 Wiltshire Museum, Devizes. Provision has been made for long-term storage in the post-fieldwork costs. The museum will receive notification of the project prior to fieldwork commencing, and an accession 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 Wiltshire Museum, Devizes, 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.

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.
- 6.4.3 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.



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

8.2 Third party data copyright

- 8.2.1 This document, the 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 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 finds and environmental specialists is provided in Appendix 1.

9.2.3 The following key staff are proposed:

- Project Manager Kirsty Nichol
- Fieldwork Director TBC

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 certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).
- 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.

REFERENCES

- ADS 2013. *Caring for Digital Data in Archaeology: a guide to good practice*. Archaeology Data Service & Digital Antiquity Guides to Good Practice.
- British Geological Survey 2024. *BGS Geology Viewer* <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> (accessed 09 May 2024).
- Brown, D. H. 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (revised edition). Archaeological Archives Forum.
- Chartered Institute for Archaeologists [ClfA] 2014a (revised October 2020). *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading: ClfA.
- ClfA 2014b (revised October 2020). *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading: ClfA.
- ClfA 2014c (revised October 2022). *Code of Conduct*. Reading: ClfA.
- ClfA 2019 (revised July 2021). *Regulations for Professional Conduct*. Reading: ClfA.
- ClfA 2023a. *Standard for Archaeological Monitoring and Recording*. Reading: ClfA.
- ClfA 2023b. *Universal Guidance for Archaeological Monitoring and Recording*. Reading: ClfA.
- ClfA n.d. a. *Toolkit for Specialist Reporting* <https://www.archaeologists.net/reporting-toolkit> (accessed 10/12/2023).
- ClfA n.d. b. *Toolkit for Selecting Archaeological Archives* <https://www.archaeologists.net/selection-toolkit> (accessed 10/12/2023).
- English Heritage 2011. *Environmental Archaeology. A Guide to the Theory, Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd edition). Portsmouth: English Heritage.
- Heritage Planning Services 2022. *Archaeological Evaluation Report. 16-17 Castle Street, Trowbridge, BA14 8AS*. Unpublished HPS report.
- Historic England 2015a. *Management of Research Projects in the Historic Environment: The MoRPHE project managers' guide*. Swindon: Historic England.
- Historic England 2015b. *Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record*. Swindon: Historic England.
- McKinley, J. I. 2013. 'Cremation: excavation, analysis and interpretation of material from cremation-related contexts', in Tarlow, S. and Nilsson Stutz, L. (eds), *The Oxford Handbook of the Archaeology of Death and Burial*, 147–71. Oxford: Oxford University Press.
- McKinley, J. I. and Roberts, C. 1993. *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*. Reading: ClfA Technical Paper 13.

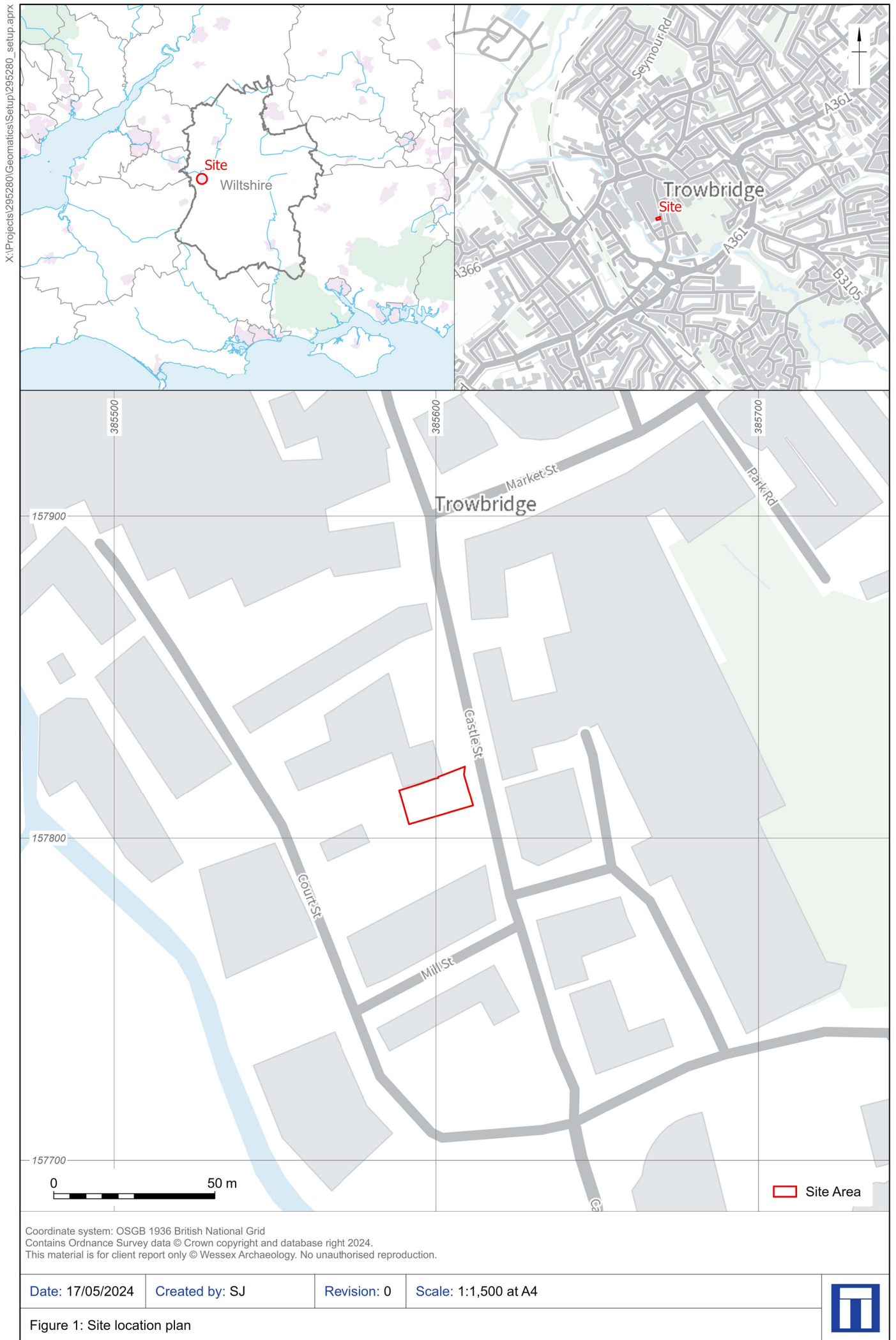


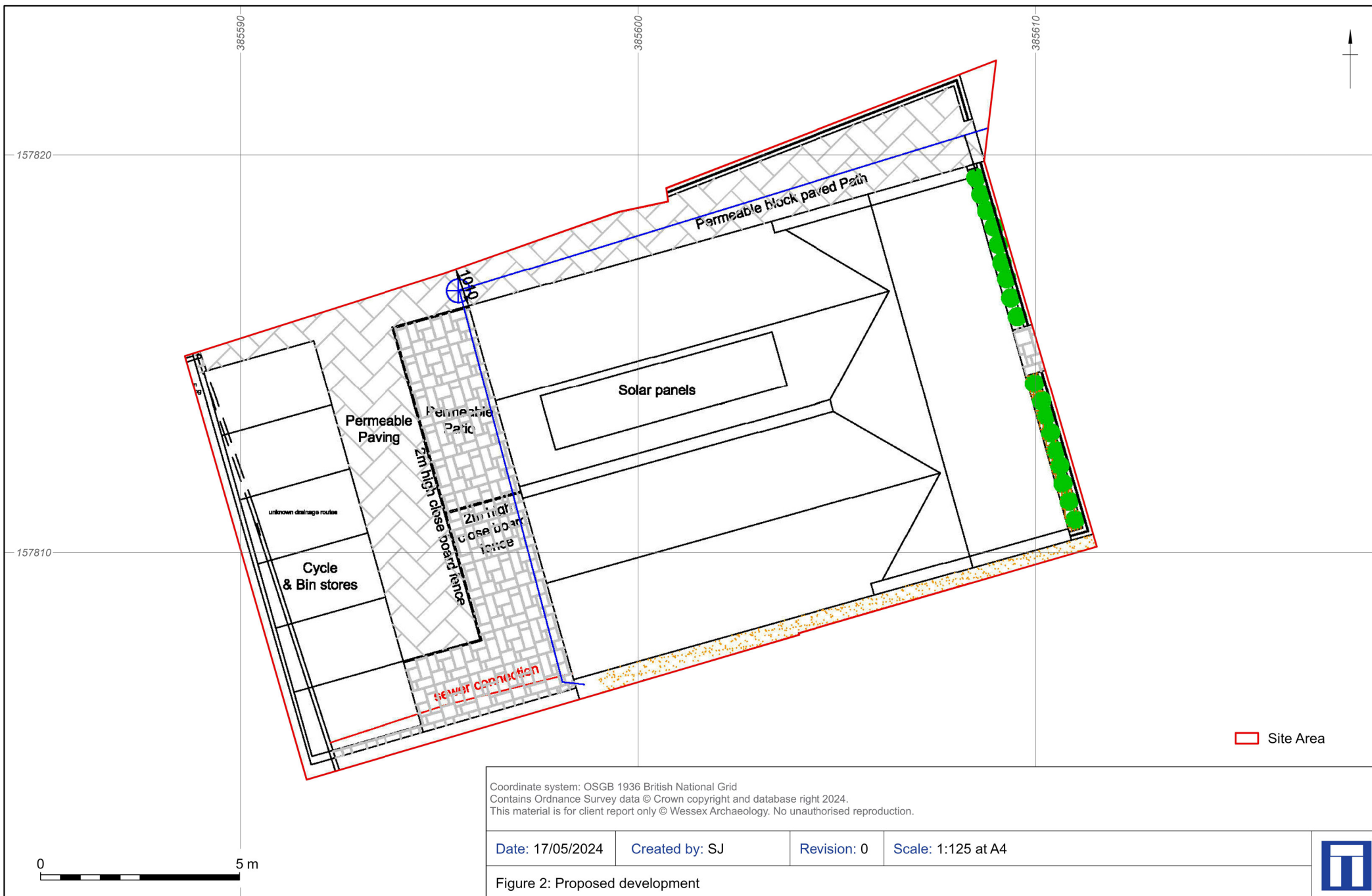
- SMA 1993. *Selection, Retention and Dispersal of Archaeological Collections*. London: Society of Museum Archaeologists.
- SMA 1995. *Towards an Accessible Archaeological Archive*. London: Society of Museum Archaeologists.
- Watkinson, D. and Neal, V. 1998. *First Aid for Finds: practical guide for archaeologists*. United Kingdom Institute for Conservation of Historic & Artistic Works.
- Wiltshire Buildings Record 2022. *Land at 16/17 Castle Street, Trowbridge: Heritage Statement*. Report No. B8174.

APPENDICES

Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA, MSc	Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)
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
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Jessica Irwin	BSc	Post-medieval finds
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
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Emma Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA, MSc	Archaeobotanical remains
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/briquettage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Thomas Wicks	BA; MA	Conservation of objects







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

