



West Lavington Station Yard High Street, Wiltshire

Written Scheme of Investigation for
Archaeological Monitoring and Recording

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West Lavington Station Yard High Street, Littleton Panell, Wiltshire

Written Scheme of Investigation for Archaeological Monitoring and Recording

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by RCC Town Planning Consultancy (Devizes) on behalf of Grist Environmental ('the Client'), to produce a Written Scheme of Investigation (WSI) for Archaeological Monitoring and Recording (AMR) during the extension of storage areas at the existing scrapyard and the creation of a new landscaped bund. The works to be monitored comprises two areas, Area 1, to the northeast of the scrapyard and railway embankment and Area 2 to the southeast of the scrapyard. Area 1 is centred on 399420 154825 and Area 2 is centred on NGR 399437 154665. The site is located at West Lavington Station Yard, High Street, Littleton Panell, Devizes, SN10 4EL (Figure 1).

1.1.2 In Area 1 a raised slope will be created along the northern edge which will involve the removal of topsoil before construction. Adjacent to the current scrapyard in Area 2, an area of hard standing will be established which will be composed of 0.2 m of permeable stone over a geotextile membrane and a north-south bund will be created with associated planting (Figure 2).

1.1.3 A planning application (PL/2024/00626) submitted to Wiltshire Council, was granted in September 2024, subject to conditions. Condition 04 of the permission states:

"No development shall commence on site until a written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of results, has been submitted to and approved by the Local Planning Authority. The development shall then be carried out in accordance with the approved details."

1.1.4 Email correspondence with the Assistant County Archaeologist for Wiltshire Council in February 2025 stated that all groundworks on the Site should be made the subject of archaeological monitoring and recording (AMR).

1.1.5 The AMR is part of a programme of archaeological works, which has included a previous geophysical survey (Archaeological Surveys 2024).

1.2 Scope of document

1.2.1 This WSI sets out the aims and objectives of the AMR, 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), the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a) and Standards and Guidance for Archaeological Assessment and Fieldwork in Wiltshire and Swindon Borough (Wiltshire County Council 2025).



- 1.2.2 This document will be submitted to the Assistant County Archaeologist, archaeological advisor to the Wiltshire Council 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 on land adjacent Lavington Station Yard scrapyard in Littleton Panell. It comprises two survey areas; Area 1, to the northeast of the scrapyard and railway embankment; and Area 2 to the southeast of the scrapyard. The Sites lie either side of the railway line between Reading and Taunton, west of the A360 High Street, north of Littleton Panell. The Site is located within the valleys of the Semington Brook and the Great Cheverell Stream.
- 1.3.2 Area 1 lies within an arable field that was partly waterlogged when the geophysical survey was conducted. The ground is generally level ground at just below 70 m OD. A railway embankment lies immediately to the south, and the A360 forms the eastern boundary
- 1.3.3 Area 2, to the southeast of the scrapyard, is currently an area of very rough, unmanaged vegetation with overgrown margins. Ground levels slope down steeply towards the north from approximately 85 m OD near the southwestern corner to 70 m OD near the northern corner, the northern western side of the area contains an artificial bank and slopes up steeply.
- 1.3.4 The bedrock geology within Area 1 is sandstone from the Cann Sand Member (Upper Greensand) in the southwestern part of the survey area and mudstone from the Gault Formation in the north and east with overlying head deposits of clay, silt, sand and gravel. Area 2 to the south also crosses geology from the Cann Sand Member with head deposits at the northeastern corner and Shaftsbury Sandstone at the southern limits. All the geological members are coarse- to fine-grained, laid in interbedded sequences and formed between 100 and 113 million years ago in shallow-marine conditions (British Geological Survey accessed 08/01/2026).
- 1.3.5 The overlying soils are overlying soil across the site is from the Ardington association and is a typical argillic brown earth. It consists of a deep, well drained, coarse, loamy, glauconitic soil with some valley bottoms affected by groundwater (Soil Survey of England and Wales, 1983).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed from the recorded historic environment resource within a 1 km study area 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 related to the development

Geophysical survey (2024), Figure 2

- 2.2.1 The geophysical survey (Archaeological Surveys 2024) was carried out within the two survey areas. In Area 1 the results indicated a pit-like anomaly, a small number of weakly positive linear anomalies and evidence for land drainage. In Area 2 a small number of linear anomalies were detected; however, it was not possible to determine their origin due to a lack of a coherent morphology

2.3 Archaeological and historical context

Prehistoric (970,000 BC to AD 43)

- 2.3.1 There are no known remains within the Site, but the general area is known for isolated Neolithic features, Bronze Age funerary activity and later prehistoric ditches and field systems.
- 2.3.2 Within 1 km there are findspots of a Bronze Age flint flake in Great Cheverell found during an evaluation (MWI4240, Wiltshire Archaeological and Natural History Magazine WANHM 1997, 155) and an amber bead which may be either Bronze Age or Early Medieval found and reported in 2006, to the south (MWI79405).

Roman (AD 43 to 410)

- 2.3.3 Despite the presence of a Roman road in the area, evidence for Roman activity in the immediate vicinity is scarce and the only records within 1 km are findspots. To the south a number of Roman coins and pottery fragments were found (MWI4256, WANHM 1988, 184), and further east was a single coin of Constantine (MWI7583, WANHM 1981, 177).

Early medieval to medieval (AD 410 to 1500)

- 2.3.4 It is likely that the Site formed part of the agricultural hinterland of nearby settlements including Great Cheverell to the southwest and Littleton Panell (MWI4266, Gover et al, 1939) to the southeast and placename evidence suggests Wick farm to the east is a farmstead with possible medieval origins (MWI7599, Gover et al 1939).
- 2.3.5 Investigations in Great Cheverell in 1995 (MWI4278, WANHM 1997, 155) revealed linear features associated with apparent alignments of stones thought to be medieval agricultural activity. Pottery sherds ranging from the late 12th and 13th centuries were found associated with the features.
- 2.3.6 The area has also been highlighted as having a number of watermills, some of which may originate in this period. Situated 500 m to the north of the northern survey area are a group of earthwork features (MWI4154, Royal Commission on the Historical Monuments of England, 1992) that could be associated with medieval settlement or a possible water management system associated with Woodbridge Mill.
- 2.3.7 A solitary findspot of a Saxon era gilded copper alloy strap-end with interlace decoration (MWI4259, WANHM 1991, 148) is recorded on the eastern outskirts of Great Cheverell.

Post-medieval (AD 1500–1900)

- 2.3.8 During the post-medieval period and 19th century the area is farmland with any remains present from these periods most probably agricultural in nature. There is considered moderate potential for agricultural features from these periods, which would be of limited archaeological significance.
- 2.3.9 There are a number of farmsteads of post-medieval date known in the vicinity (Edwards and Lake, 2014) including: Beckett's Farm, West Lavington (MWI70449) a partially extant 17th century farmstead of regular courtyard plan; and Wick Farm, Market Lavington (MWI70450) a partially extant 19th century farmstead of dispersed plan.
- 2.3.10 There are also sites of ancillary farmstead structures, including two demolished 19th century outfalls (MWI70431 and MWI71175).



- 2.3.11 A brick and tile works is recorded on the 1st Edition Ordnance Survey map in 1886, approximately 380 m to the west.
- 2.3.12 The Stert and Westbury Railway was opened by the GWR in 1900 with the former site of Lavington Station between the two survey areas and the former goods yard, now used by Grist Environmental as a scrapyard to the north of the southern area.
- 2.3.13 The area has also been highlighted as having a number of watermills (WANHM 1969), most are regarded as being post-medieval in date. Woodbridge Mill (MWI4154) was known as Applegate Mill in 1773, and Woodbridge Mill in 1841 when it was owned by W Turner and occupied by A Newman. There is the possible site of a fulling mill north of Littleton Panell (MWI4339) once the site of a fulling mill is depicted in a field named Rack Ground on the West Lavington Tithe Award of 1841. Cheverell Mill water mill is noted to the west (MWI4340).
- 2.3.14 Possible drainage ditches dug by troops camping in the field during WWI are recorded in the northern outskirts of Littleton Panell (MWI77568).

Undated

- 2.3.15 Areas of undated linear features and possible field systems (MWI4366, MWI7674) are visible on aerial photographs. They did not have sufficient characteristics to indicate a possible date based on morphological traits.

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.



3.3 Site-specific objectives

3.3.1 Following consideration of the archaeological potential of the Site and the regional research framework (SWARF 2008 and 2012), the site-specific objectives are to:

- Identify the nature of the geophysical anomalies identified in the 2024 survey.
- Investigate if there is any evidence for remains of medieval/post-medieval ridge and furrow to see if it relates to the agricultural hinterlands of the nearby settlements, which might help Research Aim 1h the value of focused research on a town, village or parish (as has been shown, for example, at Shapwick and Eckweek) has provided a model for a detailed research objective at the local level.
- Investigate if there any evidence of water management or features associated with mills. Research Aim 47: assess the archaeological potential for studying Medieval economy, trade, technology and production. Classes of sites such as mills and fish weirs, were all expanded to satisfy the economic needs of the estates within the region
- Investigate if there are any remains associated with the construction of the railway; Research Aim 48: Widen our understanding of Post-Medieval and Modern transport and communications, 48a: Minor, less glamorous but essential features of early road, rail, inland and coastal transport have been neglected in the literature and need to be studied along with the viaducts, stations, etc.

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 County Archaeologist and the Client prior to being implemented.
- 4.1.3 The works to be monitored comprises two areas, Area 1, to the northeast of the scrapyard and railway embankment and Area 2 to the southeast of the scrapyard. The works will consist of monitoring any below ground disturbances involved in the extension of storage areas at the existing scrapyard and the creation of a new landscaped bund. Depending on the depth and extent this may include activities such as the removal of soils, the excavation for drainage, services or footings, and the creation of planting areas.

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 monitoring 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 Archaeological Monitoring methods

- 4.3.1 The monitoring 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, where appropriate, 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 or Archaeology Service for Wiltshire County Council, 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 WSI will need revising before any further fieldwork proceeds – the revised WSI 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 Assistant County Archaeologist of the start of the AMR 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 WSI, 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 (Designation) (Amendment) Order 2023. All information required by the Treasure Act (i.e., finder, location, material, date, associated items etc.) will be reported to the local Finds Liaison Officer within 14 days. Where the Finds Liaison Officer agrees that the find potentially meets the definition of treasure, they will inform the British Museum's Treasure Registry and notify the coroner, supplying them with the necessary details of the find.

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 AMR 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 The project archive will be deposited with Wiltshire Museum, Devizes under accession number DZSWS:03-2026. 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. The Client has agreed to pay any box fees required by the receiving museum.

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 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 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*.
- 7.1.2 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.

7.2 Third party data copyright

- 7.2.1 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.

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

- 8.1.1 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.

8.2 Personnel

- 8.2.1 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.



8.2.2 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.

8.2.3 The following key staff are proposed:

- Project Manager Will Smith
- Fieldwork Director TBC

8.2.4 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.

8.3 Internal quality standards

8.3.1 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.

8.3.2 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.

8.3.3 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.

8.4 Health and safety

8.4.1 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.

8.4.2 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.

8.4.3 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.

8.4.4 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.

8.4.5 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).

8.5 Insurance

8.5.1 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
Jessica Feito	BA; MSc; PhD	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
Marek Lewcun		Clay tobacco pipe
Jack Oughton	MSci; PhD	Geoarchaeology, palynology, geology
Charlie 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/briquetage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Jessica Waterworth	BA; MSc	Animal bone
Thomas Wicks	BA; MA	Conservation of objects
Daniel Young	BSc; MSc; PhD	Geoarchaeology, palaeoecology, deposit modelling



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