

Issue 1	Issued for Approval
Local Planning Authority:	Wiltshire Council
Planning Reference:	PL/2023/01694
Site Code:	WLCW26
NGR:	SU 24428 33805
Commissioning Client:	Katie Woodward
Written by:	Elliot Sale, MSc, PCA Winchester

Pre-Construct Archaeology Ltd (Winchester)
5 Red Deer Court
Elm Road
Winchester
Hampshire
SO22 5LX
Tel: 01962 857330
E-mail: mmarshall@pre-construct.com
Web: www.pre-construct.com

March 2026

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CONTENTS

1	INTRODUCTION	2
2	AIM	5
3	METHOD	6
4	REPORTING	6
5	ARCHIVE PRERARATION AND DEPOSITION.....	17
6	MONITORING AND LIAISON.....	18
7	HEALTH AND SAFTY POLICY	19
8	PROGRAMME AND RESOURCES	20
9	REFERENCE	22

Figure 1: Site Location Plan

Figure 2: Detailed Site Location

Figure 3: Proposed Ground floor plan

1 INTRODUCTION

1.1 Project Background

1.1.1 Pre-Construct Archaeology Ltd (PCA) has been appointed by Katie Woodward (the Client) to carry out archaeological monitoring and recording including at Lilac Cottage, East Winterslow, SP5 1BG hereafter 'the Site' (NGR: SU 24428 33805) (**Figures 1 - 3**). The Site is the subject of a proposed development including a part single and part two storey rear extension together with internal and external alterations.

1.1.2 The archaeological monitoring and recording (also known as a watching brief), and subsequent reporting are requirements of Condition 3 of the respective planning consents granted by the Local Planning Authority, Wiltshire Council (Planning Reference PL/2023/01694). These requirements are based on the advice of the Local Planning Authority's County Archaeological Officer (CAO) and reflect the potential of the Site to contain archaeological remains that may be damaged by the groundworks for the development. the condition states:

Condition 3:

'No development shall commence within the area indicated by the red line boundary as shown on approved plan DWG No: HEW/P/00 Site Location Plan and Block Plan until:

a) A written programme of archaeological investigation, which should include on-site work and offsite work such as the analysis, publishing and archiving of the results, has been submitted to and approved in writing 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 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'

This document forms the required Written Scheme of Investigation (Condition 3a).

1.1.3 This document has been prepared in accordance with the *Chartered Institute for Archaeologists Standard for Archaeological Monitoring and Recording* (CIfA 2023), the *Chartered Institute for Archaeologists Universal Guidance for Archaeological Monitoring and Recording* (CIfA 2023) and *Management of Research Projects in the Historic Environment* (English Heritage, 2015). PCA is a CIfA Registered Archaeological Organisation and is bound by its code of conduct.

1.2 Location, Topography and Geology

- 1.2.1 The Site lies to the south of Pincroft Lane in the rural hamlet of East Winterslow approximately 10km to the northeast of Salisbury.
- 1.2.2 Site lies at an elevation of approximately 149m above Ordnance Datum,
- 1.2.3 The underlying geology of the Site comprises bedrock Culver Chalk. This may occur beneath drift geology comprising clay with flint.

1.3 Archaeological and Historical Background

- 1.3.1 Lilac Cottage is a grade II Listed building (list entry number: 1483226). Described as *"A timber-framed cottage of C16 or C17 date, originally an open hall with a probable jettied solar. The hall was sealed over in the C17/C18 and the dwelling split into two cottages by the early C19. It has later alterations"*
- 1.3.2 A Heritage Assessment was prepared in 2023 (Chilcroft Heritage Planning) for the Site and details Lilac Cottage as:

"Lilac Cottage is a Grade II listed building and dates from the 16th or 17th Century, being constructed of an oak timber frame, set over two storeys with a thatched roof and casement windows. Originally constructed as an open hall, it was sealed over in the 18th Century, and the current floorplan owes much to its reconfiguration as two cottages in the 19th Century. Lilac Cottage is shown on the tithe map of 1875 as two tenant dwellings, with the curtilage separated to the south side. The eastern range of the building was divided as a larger portion of the dwelling and curtilage space, with a smaller dwelling to the western end; believed to have been a two-bedroom unit and one bedroom unit respectively. The cottage remained as a semi-detached dwelling up until the mid-20th Century, when it was made into a single dwelling.

The building faces south/south-east with its principal elevation overlooking the main curtilage. There is a central doorway which was the entrance to the former two-bedroom portion of the tenant cottage, with a blue side door leading off the kitchen to the west side being the former entrance to the smaller one-bedroom tenant cottage. The building is faced with brick which dates from the 19th Century period on the west, south and east sides. This 19th Century brickwork is widespread and whitewashed on the upper elevation.

The two-storey building has a hipped thatched roof with a central chimney stack and smaller chimney stack to the western side. Both chimney stacks are in modern brickwork and date from the late 20th Century, with the central one in its historic position. The base of the fireplace contains modern brickwork and has been rebuilt at the same time as the chimney stacks in the late 20th Century"

- 1.3.3 Winterslow (east and west) or '*Wintreslev*' was first recorded in 1086 in the Domesday Book in the hundred of Alderbury in the county of Wiltshire. It contained 36 households under 4 owners, Count Robert of Mortain, Earl Aubrey (of Coucy), Wulfric (the hunter) and Wulfward (Wiltshire folio, 9, 10 &20).
- 1.3.4 The hamlet of East Winterslow, was first recorded as Estwinterslew in 1257 (Stenton et al., 1939).
- 1.3.5 The 19th Century Ordnance Survey (OS) maps indicate that the wider landscape around the property has been predominantly agricultural with the property remaining largely unchanged.

2 AIM

2.1.1 Archaeological Monitoring and Recording

2.1.2 The aim of the archaeological monitoring and recording is to monitor and record groundwork for the extension and any related below-ground excavations and, in the event significant archaeological remains are revealed, carry out detailed investigation and recording of the remains in accordance with the methodology set out below. The investigation and recording should take account of the date, nature, extent, bio-archaeological and palaeo-environmental potential of the remains.

2.1.3 A further aim of the work is to prepare an archive of the results of the investigation leading to the preparation of post-excavation assessment report and, if appropriate, a further programme of analysis and publication. In the event no significant archaeological remains require investigation and a post-excavation assessment report is not required, a report will be prepared sufficient to demonstrate that the Monitoring and Recording was carried out in fulfilment of the requirement of planning consent.

3 METHOD

3.1.1 Archaeological Monitoring and Recording

3.1.2 The monitoring and recording will be carried out under a unique Sitecode **WLCW26** and be used on all components of the Site archive.

3.1.3 The monitoring and recording will comprise the monitoring of all groundworks associated with the extension works, including but not limited to; foundation trenches, service trenches and landscaping. The archaeological monitoring and recording will be conducted by a suitably qualified archaeologist from PCA's Winchester office.

3.1.4 The archaeologist will inspect excavations for the presence of archaeological features, deposits and artefacts. If present, their cleaning, definition and investigation will be by hand and will be achieved as quickly as is reasonably possible so as to avoid un-necessary delay to the development.

3.1.5 All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

3.1.6 Arisings from excavations will be regularly scanned for the presence and collection of artefacts; this will include the use of metal detector.

3.1.7 In the event no significant archaeological remains are identified in the proposed excavations the CAO, contractor and the client will be informed.

3.1.8 Should significant archaeological remains be uncovered during the archaeological monitoring and recording, it may be necessary to move to a programme of archaeological excavation in these areas. This will be agreed with the CAO and client if necessary.

3.2 Access and Safety

3.2.1 Reasonable access to the location of the Site will be granted to representatives of the Local Planning Authority and the Client, or their agent, who wish to be satisfied, through Site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made.

3.2.2 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected.

3.2.3 There is a duty of care for the Client to provide all information obtainable on ground contamination and the location of live services before Site works commence.

3.3 Archaeological Excavation

3.3.1 In the event significant or complex archaeological remains are encountered, PCA will notify the contractor and the client, and on their behalf undertake liaison with Wiltshire Council Archaeologist in order to determine their subsequent treatment and any detailed investigation and recording, i.e. an archaeological excavation, that might be deemed appropriate. If this change from a monitoring and recording to more detailed investigation and recording are required, the appropriate methodology to achieve this is set out below, covering an amended strategy for the investigation, sampling and recording appropriate for what has been encountered. This would be likely to require the cessation of development groundwork and the establishment of measures to protect archaeological remains for the duration of their investigation, recording and recovery.

3.3.2 It should be noted that where a burial or burials are revealed in part only, there complete recovery will be necessary, even where this extends beyond e.g. the width of a new foundation or service. This means that intact and complete burials cannot be partially recovered and must be recovered whole.

3.4 Human Remains

3.4.1 In the event that human burials are discovered these will be left in situ until their future treatment is agreed with the CAO and Client. Should their excavation and removal from the Site be required, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Licence applies to both inhumation and cremated remains. Application for a Licence will be made by PCA, on behalf of the client. PCA will comply with the conditions of the Licence and discuss with Client and the CA any requirements of the Licence that may conflict with the agreed method of investigation of the site. If appropriate, a separate method statement may be required specifying methods for the detailed excavation, recording and sampling of human remains.

3.4.2 Arrangements will be made to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and grave goods. An appropriately qualified and experienced PCA osteo-archaeologist will be available to provide on-site advice and expertise on the excavation and removal of any human remains (where this is necessary) from the site, following published guidance, i.e. the Institute for Archaeologists Technical Paper 13 'Excavation and post-excavation treatment of cremated and inhumed remains' (J I McKinley & C Roberts); IFA Paper No. 7 'Guidelines to the Standards for Recording Human remains' (M Brickley & J I McKinley); British Association of Biological Anthropology and Osteoarchaeology (BABOA) Code of Practice.

3.4.3 The following guidance will also be observed:

Human Bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports (2004). <http://www.english-heritage.org.uk/publications/human-bones-from-archaeological-Sites/>

Science and the dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis (2013) <http://www.archaeologyuk.org/apabe/>

3.4.4 The procedures to be followed in the excavation of inhumations and cremations will follow standard guidance and methodologies, including those of PCA, which cover the excavation, sampling, recording, lifting and processing of human remains and their burial context.

3.4.5 Human burials, cremations and other deposits or structural remains such as burial plot enclosures or ring/quarry ditches relating to funerary activity shall be sampled up to 100% of fill/deposit and according to established guidance. Care will be taken to follow the stage-by-stage processes involved, such as in the controlled excavation and lifting of urned cremations and systematic excavation of urned cremations in quadrants and spits and the sampling of soils within and around inhumation skeletal remains.

3.4.6 The investigation of human burials (inhumations, cremations and cremation related pyre deposits) will factor the need to avoid leaving human remains exposed overnight and at risk.

3.5 Recording

3.5.1 All trenches, structures, deposits and finds will be recorded according to accepted professional standards and in accordance with PCA's recording systems. Sufficient data will be recorded to allow the required level of assessment and reporting (see section 4). Recording will be carried out to a sufficiently high standard to provide a full record of the deposits excavated.

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

3.5.3 A site grid will be established relative to Ordnance Survey National Grid. Data capture for site plans will be by electronic distance measurement, measured survey or a combination of techniques. Data-capture for site plans will as standard be capable of reproduction at a scale of 1:100; more complex features or areas of complex archaeological remains will be recorded at greater resolution (for reproduction at 1:10, 1:20, 1:50 as necessary). The sections of excavated archaeological features will be recorded by measured drawing at an appropriate scale (normally 1:10 or 1:20). Spot heights and those of individual features will be recorded relative to Ordnance Datum.

3.5.4 A digital photographic record of the work will be made forming part of the Site archive. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context all trenches, test pits and archaeological features and deposits discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality TIFF images for eventual deposition e.g. with the Archaeology Data Service, in line with their guidance, with copies to be supplied, along with the site archive, to Salisbury Museum.

3.5.5 The complete Site archive including finds and environmental samples will be stored in a secure place throughout the duration of the fieldwork and post-fieldwork programme prior to deposition. The Site archive is to be consolidated after completion of the excavation, with all Site records and finds collated and ordered as a permanent record.

3.6 Finds Recovery Processing and Treatment

3.6.1 All artefacts recovered during the excavations on the Site are the property of the Landowner. They are to be suitably bagged, boxed, and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines no.2 and the Chartered Institute for Archaeologists 'Standard and Guidance for the collection, documentation, conservation and research of archaeological materials' (CIfA 2008). On completion of the archaeological works the Landowner will be requested to donate and deposit the archive, including all artefacts, with the Salisbury Museum.

3.6.2 Artefacts will be excavated carefully by hand. Bulk artefacts will be collected and bagged according to their archaeological context. The location of special finds will be recorded three dimensionally. If necessary, an appropriately qualified and experienced archaeological conservator will be appointed to advise and assist in the lifting of fragile finds of significance and or value and to arrange for the X-raying and investigative conservation of objects as may be necessary. Where appropriate to address the aims of the archaeological investigations, sieving of deposits will be undertaken to maximise the recovery of small artefacts, including worked flint.

3.6.3 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed. Sub-sampling procedures will be agreed with the CAO and follow the guidance and advice of the curator of the museum/depository in which the Site archive will be deposited. Artefacts that fall under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2023) will be reported immediately to the relevant Coroner's Office, the local Finds

Liaison Officer (FLO) who is the designated treasure co-ordinator for Hampshire, the landowner and the CAO. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Since its 3rd revision in 2023 the Treasure Act also includes Significant Objects "*This class of treasure is designed to capture only those objects that, by virtue of factors such as their rarity, provide an exceptional insight into an aspect of national or regional history, archaeology or culture.... An object will satisfy the significance criteria if it provides an exceptional insight into an aspect of national or regional history, archaeology or culture*".

3.7 Archaeological Science and Environmental Sampling

- 3.7.1** A structured programme of environmental sampling appropriate to the aims of the excavation will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with Historic England Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" (2nd edition, August 2011). Any variation to this guidance will be agreed in advance with both the CA and the Historic England Regional Scientific Advisor.
- 3.7.2** Where necessary an appropriately qualified and experienced geo-archaeological specialist will be appointed to sample and record any deposits of particular significance such as colluvium and buried soils and to advise on depositional processes. The appointment of the specialist will require the prior approval of the CAO; It is currently proposed that the specialist services will be provided by ARCA – University of Winchester.
- 3.7.3** Where necessary the advice of Historic England Regional Scientific Advisor will be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological investigation of this Site.
- 3.7.4** The Site has the potential to contain human burials and in consequence their excavation will follow the advice of PCA's osteoarchaeologist James Langthorne and the advice of the HERSA.
- 3.7.5** Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.

- 3.7.6** For large features/ spreads appropriate consideration will be given to sampling on a grid system if this fits in with the aims of the archaeological investigation.
- 3.7.7** Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.
- 3.7.8** Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 3.7.9** Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the CAO. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 3.7.10** Environmental samples from dry deposits will normally be processed by flotation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.
- 3.7.11** Appropriate provision will be made for the scientific analysis of human remains, such as the application of Carbon, Nitrogen, Oxygen and Strontium isotope analysis. Through PCA's appointed project Osteoarchaeologist James Langthorne and Alex Beeby (Regional Post-Excavation Manager, PCA) it is provisionally intended that the advice and services of Dr Andrew Wilson (Senior Lecturer in Forensic & Archaeological Sciences, School of Life Science, University of Bradford) will be obtained to advise on the identification, taking and processing of suitable skeletal samples.
- 3.7.12** Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic, OSL and thermoluminescence. The advice of the Historic England Regional Scientific Advisor will be sought in advance of the application of these techniques. Any necessary delay that is caused in completion of the reporting of the archaeological investigation to enable provisional results to be included will be notified to the CAO.
- 3.7.13** Where appropriate the guidance in the following Historic England papers will be followed, including:
- Archaeometallurgy: Guidelines for Best Practice (2015).
<https://www.historicengland.org.uk/images-books/publications/archaeometallurgy-guidelines-best-practice/>
 - X-radiography of Archaeological Metalwork (2006).
<https://www.historicengland.org.uk/images-books/publications/x-radiography-of-archaeological-metalwork/>

- Investigative Conservation: Guidelines on How the Detailed Examination of Artefacts from Archaeological Sites can Shed Light on their Manufacture and Use (2008). <https://www.historicengland.org.uk/images-books/publications/investigative-conservation/>
- Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (2008). <https://www.historicengland.org.uk/images-books/publications/curation-of-waterlogged-macroscopic-plant-and-invertebrate-remains/>
- Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record (2007). <https://www.historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/>
- Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition) (2011). <https://www.historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/>

3.8 Data Management Plan

3.8.1 All digital data will be collected, stored and selected in line with a standardised Data Management Plan as detailed below:

3.8.2 The project specific Digital Data Management Plan will be prepared in relation to the following standards and guidelines and will be updated as the project progresses, or as guidance is modified.

Archaeology Data Service/Digital Antiquity. Guides to good practice.

<http://guides.archaeologydataservice.ac.uk/g2gp/MainADS>

Archaeology Data Service. Guidelines for depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

Historic England 2015. Digital image capture and file storage: guidelines for best practice. [https://historicengland.org.uk/images-books/publications/digital-](https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/heag059-digital-images/)

[image-capture-and-file-storage/heag059-digital-images/](https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/heag059-digital-images/)

3.8.3 The data to be collected and created comprises that specific to the project.

3.8.4 Field data will be collected through digital and analogue means. Drawings will be created by hand on drafting film and paper context records will be created by hand on standard pro forma recording forms. Selected data will be transferred to digital format.

3.8.5 Site survey data will be captured using Geomax survey equipment and imported into SCC (Survey Control Centre) and AutoCAD. Final versions of site plans should be produced in ArcGIS, AutoCAD and/or Adobe Illustrator.

3.8.6 Version control will be applied throughout the project. It is proposed that only the final version of all born digital documents; reports, databases, images etc. should be selected for inclusion in the Archive. All raw and processed survey data will be included in the archive.

3.8.7 The responsibility of the data management will change as the project progresses however, The project manager will be responsible for implementing the data management plan and its security. The following table present who will be responsible for the data at each stage:

Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/ IT Specialist	
General Data backup	IT Specialist/Archives Officer	

3.8.8 Digital data will be reviewed following data gathering and analysis to check that data is being properly preserved and version control maintained. The final decision about inclusion in the final archive will be made following the reporting stage of the project and enacted during archive completion. Selection of data that will be included within the project archive will be informed by the WSI, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured.

3.8.9 The project manager and archivist will be responsible for the final decision on any data not included in the final archive. It is likely this will consist mainly of duplicate, superseded data or confidential data. The material will be retained on the PCA's Archive Server for a minimum of 3 years following the completion of the project. Information will be held and discarded in accordance with good business practice and GDPR guidelines.

3.8.10 The site's digital archive will be deposited with the Archaeological Data Service on completion of the archaeological programme.

NOTE: Any changes to the methodology set out above will need to be discussed and agreed in advance with archaeological advisor and set out in the evaluation report.

4 REPORTING

4.1 Post-excavation Assessment Report

4.1.1 Following all Site works, including additional works as may be required on the Site in addition to those set out in this document, and processing and stabilisation of the Site archive, a report will be prepared within three months. Copies of the report will be issued to the commissioning client and the CAO.

4.1.2 The report will be issued in hard-copy and in digital. pdfa format. The digital copy will be supplied in .pdf format accompanied by digital copies of images, plans and maps in .bmp, .tif or .jpg format. Whichever software is used the digital files will be supplied in a PC readable format.

4.1.3 A copy of the archive report and digital data (.dxf or shapefile format) relating to the archaeological findings will be deposited with the Wiltshire Historic Environment Record.

4.1.4 If necessary, the report will include an updated project design setting out an overall programme of post excavation analysis through to completion of a full report and publication of the results of the investigation.

4.1.5 The report will include:

- Non-technical summary.
- Introduction.
- Planning Background.
- Previous archaeological work relevant to the excavation.
- Topography of the Site.
- Methodology.
- A factual summary of results characterising the quantity and perceived quality of the data for each component of the Site, e.g., stratigraphic/structural, artefactual (referencing e.g., local fabric series for ceramic assemblages) and environmental, including full specialist reports.
- A statement of the archaeological potential of the results.
- A review of the data in the context of the research questions posed in the WSI.
- New research questions arising from the data collection.
- The value of the data to local, regional and national research priorities.
- Updated Project Design for further analysis and publication, if necessary.
- Publication Synopsis.
- Bibliography.
- Acknowledgements.

- Tabulated data.
- Illustrations (Site/phase plans, sections and photographs).
- OASIS form.

4.1.6 And ESRI shape file providing GIS data will be supplied to the CAO and will contain the scheme of investigation, such as trench outlines, and significant archaeological information, such as feature/deposit plans.

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5 ARCHIVE PRERARATION AND DEPOSITION

5.1 The Site Archive

The Site archive, to include all project records and cultural material produced by the project, will be prepared in accordance with Guidelines for the Preparation of Excavation Archives for Long-term Storage (UKIC 1990) and the Chartered Institute for Archaeologists '*Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*' (CIfA 2009), taking account of recommended approaches to archive selection strategies and data management plans: <https://www.archaeologists.net/selection-toolkit?amp%3Bqid=814643> .

5.2 Copyright

- 5.2.1 The full copyright of the written/illustrative archive relating to the site will be retained by Pre-Construct Archaeology Ltd under the Copyright, Designs and Patents Act 1988 with all rights reserved. Salsbury Museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use shall be non-profitmaking, and conforms to the Copyright and Related Rights regulations 2003. Further distribution and uses of the report either in its entirety or part thereof in paper or electronic form is prohibited without the prior consent of Pre-Construct Archaeology Ltd.
- 5.2.2 The licence extends to the use of all documents arising from this project in all matters relating directly to the project, as well as for bona fide research purposes
- 5.2.3 Pre-Construct Archaeology Ltd has made every effort to ensure the accuracy of the content of this report. However, Pre-Construct Archaeology Ltd cannot accept any liability in respect of, or resulting from, errors, inaccuracies or omissions this report contains.

6 MONITORING AND LIAISON

6.1 Site Visits

- 6.1.1 Arrangements will be made for the CAO to monitor the progress of the archaeological Site works and compliance with the aims and methodology set out in this document.

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7 HEALTH AND SAFETY POLICY

7.1 Policy

7.1.1 PCA will conduct the work in compliance with the Health and Safety at Work etc. Act 1974 and will also follow professional guidance and advice provided by the Federation of Archaeological Managers and Employers Ltd of which PCA is a member.

7.1.2 PCA's own Health and Safety Policy and a procedures manual will be available on site. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.

7.1.3 PCA will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced. PCA will carry out a risk assessment and complete a Health and Safety Method Statement prior to commencement of fieldwork, and where appropriate a COSHH assessment. Risks and measures to reduce risk will be communicated to all staff working on and visiting the site.

7.1.4 All site work will be undertaken in accordance with the latest Government and Construction Industry guidelines regarding Covid19. Full details of all Health & Safety procedures will be included in the site-specific Risk Assessment and Method Statement.

7.2 Risk Assessment

7.2.1 Prior to the commencement of fieldwork PCA will conduct a Site-specific risk assessment, if necessary, as part of a Health and Safety Method Statement; this will include a site visit. All staff will be appraised of the Risk Assessment and comply with mandatory requirements set out such as the use of PPE and other measures to avoid risk from hazards that are identified.

8 PROGRAMME AND RESOURCES

8.1 Programme

- 8.1.1 The groundwork programme of the development is expected to commence in the Spring of 2026 and last several days.

8.2 Resources

- 8.2.1 The archaeological field team will comprise one PCA fieldwork Supervisor to be assisted, if necessary, by PCA fieldwork Archaeologists, the number of which will be determined by the requirements of the work and programme. The following table lists the personnel who may be involved in archaeological fieldwork and post-fieldwork roles and tasks associated with the Project:

Role	Name
Project Management	Maisie Marshall (PCA)
Archaeological Supervision	TBC (PCA)
Prehistoric Pottery	Barabra McNee
Roman Pottery	Eniko Hudak (PCA)
Post-Roman Pottery	Chris Jarrett (PCA)
	Bernie Sudds (PCA)
Ceramic Building Material	Kevin Hayward
	Bernie Sudds (PCA)
Architectural Stonework	Kevin Hayward
	Charlotte Matthews (PCA)
Petrology	Kevin Hayward (
Building Recording	Charlotte Matthews (PCA)
	Malcolm Gould (PCA)
Animal Bone	Kevin Reilly (PCA)
	Karen Deighton (PCA)
Human Remains	James Langthorne (PCA)
Lithics	Barry Bishop
Timber	Damian Goodburn (MoLSS)
Glass	Hilary Cool
	John Shepherd (PCA)
Small Finds	Dr Marit Gaimster (PCA)
	Hilary Major
Roman Coins	Dr Marit Gaimster (PCA)
Metalwork	Dr Marit Gaimster (PCA)
Leather	Quita Mould
Iron Slag	Lynne Keys
Historical Research	Guy Thompson (PCA)
Conservation	Dana Goodburn-Brown (Am Tech Ltd)
Industrial Archaeology	Rob Kinchin-Smith (RPS)
Environmental Archaeology	Jane Wheeler

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