



Proposed Lake at Boundary Farm, Berryfield Lane, Melksham, Wiltshire

Project Design for Archaeological Monitoring
and Recording during Overburden Stripping

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Site Name	New Lake, Boundary Farm, Berryfield Lane, Melksham, SN12 6EF
OS NGR	ST 89647 62844
OASIS id	
Planning Application No.	PL/2025/06704
Local Planning Authority	Wiltshire Council
Planning Archaeologist	Neil Adam, Assistant County Archaeologist
Agent	Harlow & Son
Client	Mr D Guley
Museum Accession No.	DZSWS:21-2026

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Project Design for Archaeological Monitoring and Recording during Overburden Stripping

1. Introduction

1.1 Project Introduction

Terrain Archaeology has been commissioned by Mr D Guley to undertake the required archaeological programme of works associated with the creation of a new lake at Boundary Farm, nr Melksham, Wiltshire.

This document sets out the specification for the proposed archaeological monitoring and Terrain Archaeology's methods for achieving this specification.

2. Site

2.1 Location

The site lies within farmland at Boundary Farm, off Berryfield Lane, near Melksham. The application area comprises some 1.56 acres (6,313m²), within which the lake will occupy an area of c 0.45 acres 1,820m². The land outside the lake will be retained as a landscaped area to include bunds and tree planting (Figure 1). The existing topography of the site is generally flat and lies at around 39mOD.

2.2 Geology

The underlying superficial geology comprises sand and gravel River Terrace deposits overlying Jurassic Mudstone of the Oxford Clay Formation.

2.3 Designations

There are no designated heritage assets within the vicinity.

2.4 Undesignated Heritage Assets

The site of the proposed lake and associated landscaping is located in an area of high archaeological potential. No heritage assets are recorded within the proposed survey area although a number of others are recorded within the vicinity of the survey area. These include a barrow cemetery to the west and northwest of the site that consists of seven ploughed out barrows (MWI75770). A Neolithic/Early Bronze Age rectangular enclosure is recorded to the north of the survey area (MWI75667) with a probable Iron Age/Romano-British sub-rectangular enclosure close by to the west (ST86SE635). Roman ditches have been identified further from the site to the east, along with further undated pits and ditches identified close by (MWI75668, MWI76322 and MWI76323).

Berryfields, located to the SSE of the site, is a settlement with medieval origins (ST86SE465). Romano-British pottery and ditches were recovered close to the northern edge of Berryfield along with some undated pits (MWI79063, MWI79064 and MWI79563). The majority of remaining nearby records relate to post-medieval to modern agricultural and military features. These include a few outfarm sites, areas with traces of ridge and furrow along with military

buildings and a firing range. The land was formerly part of RAF Melksham, a WWII establishment, without a runway, known as No 12 School of Technical Training.

3. Heritage Background

3.1 Previous Archaeological fieldwork

The land to the east of the site was included in a geophysical survey for the proposed Melksham link for the Wilts and Berks Canal in 2015. This part of the survey identified a number of likely archaeological features within the site, including linear elements that may be associated with the field system to the north west, along with a series of discrete features that may be pits and post holes indicative of settlement activity. Subsequent trial trenching recorded the presence of prehistoric and Romano-British archaeological deposits in the area, including part of a late Neolithic/early Bronze Age enclosure (Robinson 2015). The level at which archaeological deposits were observed in the vicinity of the current development site was from c.400 below existing levels (cf Robinson deposits 501, 801 etc).

A subsequent geophysical survey of the current development area identified a small number of anomalies considered to represent possible archaeological features (Lefort 2026).

4. Proposed Development

4.1 Development Proposals

Consent for the construction of the Lake was issued by Wiltshire Council in March 2026. The planning consent (ref: PL/2025/06704) included condition 4:

No development shall commence until, a) A written programme of archaeological investigation, which should include onsite 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.

It has been established that the programme of archaeological works should comprise the monitoring of the site works and recording of any revealed archaeological deposits followed by appropriate levels of analysis, reporting and archiving of results. This is consistent with the requirements of para 218 of the National Planning Policy Framework (NPPF).

The sequence of site working will comprise:

1. Marking out the area of the lake;
2. Undertake stripping of turf and upper ploughsoil horizon to 300mm depth, using toothless grading/ditching bucket across the area of the lake (only);
3. Stockpile or form bunds with recovered humic material within landscaping area;
4. Undertake second strip to level of potential archaeological deposits at around 450mm below ground but as advised by the site archaeologist;
5. Undertake archaeological recording of any revealed deposits;
6. Once the proposed level of site recording has been undertaken the Wiltshire Council Archaeologist will be informed of completion;
7. Thereafter, further excavation of the pond area will continue until formation level is reached.
8. Material arising from the excavation will be recovered for re-use, utilised in landscaping or disposed of off-site.

5. Brief

5.1 The Brief for Archaeological Works

No formal written brief has been issued for or on behalf of the Client, but the proposed archaeological programme is considered to meet the requirements of the Assistant County Archaeologist, expressed in an email of 6th February 2026, to “monitor the stripping of overburden prior to the construction of the lake”.

5.2 Scope of Works

This Project Design sets out the programme of archaeological works and Terrain Archaeology’s proposed methods for achieving this programme.

6. Definitions, Standards and Guidance

6.1 Standard and Definition of Archaeological Monitoring and Recording

Archaeological Monitoring and Recording is also known as ‘Archaeological Observations and Recording’ or ‘Archaeological Watching Brief’.

The Chartered Institute for Archaeologists (CIfA) Standard for an archaeological watching brief is as follows:

Archaeological monitoring and recording will record and report on the archaeological resource within a specified area, using methods that are described in a project design that is fit for purpose. The programme of work undertaken will be carried out by suitably competent persons in accordance with that project design and the CIfA Code of conduct and give due regard to the guidance for archaeological monitoring and recording. All archaeological monitoring and recording will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive. (CIfA 2023a).

The CIfA’s definition of archaeological monitoring and recording is:

“a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ.” (CIfA 2023a).

6.2 Guidance for Archaeological Monitoring and Recording

The Chartered Institute for Archaeologists’ *Universal Guidance for Archaeological Monitoring and Recording* (CIfA 2023b) “describes universally applicable good practice for archaeological monitoring and recording that **should** be followed, setting out how the profession currently anticipates that the Standard for archaeological monitoring and recording may be met, and the Code of conduct complied with. If the work undertaken fails to meet the Standard for archaeological monitoring and recording because of the way in which it was conducted, that work is ‘sub-standard’.”

The guidance outlines how outcomes or products required by the Standard can be attained and against which performance can be monitored. It outlines what should be included in the Project Design, how the project should be executed both in the field and post-fieldwork.

7. Aims and Objectives

7.1 Aims

- The principal aim of the Archaeological programme of works is to identify, record and make available information about the archaeological resource existing on the site.

- The programme of works will aim to place the archaeological results within the local, regional, and national context, as appropriate, and advance understanding of the archaeology of the site and its surroundings.

7.2 Objectives

- To monitor the relevant preliminary groundworks prior to the excavation of the lake to final depth
- To investigate and record all the *in situ* archaeological deposits and features revealed to an appropriate professional standard.
- To record recovered artefacts and other materials to an appropriate standard.
- To present the results in a report to the appropriate standard
- To create an archive of the data recovered.

8. Methods

8.1 Project Initialisation

An OASIS record will be created to enable the project to be indexed in the OASIS Index of Archaeological Investigations (<https://oasis.ac.uk/>). This record will be updated during the life of the project, at the end of the fieldwork phase, after the completion of the report and at the completion of the site archive.

A Digital Management Plan (DMP) for the project has been drawn up to inform on the collection and organisation of the digital data created by this project and is included as Appendix 1 to this document. The DMP will be updated at key points during the life of the project, primarily at the end of the fieldwork phase, after the completion of the report and at the completion of the site archive.

A Selection Policy will be drawn up to inform on the collection and retention of the physical archaeological materials and environmental materials that are likely to be encountered on site. This Selection Policy will be updated at the end of the fieldwork phase.

Prior to archaeological fieldwork commencement, the Client will provide Terrain Archaeology with accurate plans showing the locations of all known live and dead services.

8.2 Fieldwork

8.2.1 Scope of Archaeological Fieldwork

The archaeological fieldwork will be in the form of a watching brief with a suitably qualified and experienced archaeologist in attendance on site during the excavation of the overburden to the anticipated archaeological horizon (activity 4 in section 4.1 above). No attendance is proposed for the initial soil recovery to 300mm depth. Constant monitoring of the stripping works will be undertaken after that horizon is reached.

8.2.2 Investigation and Recording of Archaeological Features

All features and deposits exposed will be investigated to determine their character and extent and then recorded using components of the Terrain Archaeology recording system of complementary written, drawn, and photographic records.

Should archaeology of high significance be encountered, such as human remains, then the Assistant County Archaeologist would be contacted immediately and a strategy for excavation or preservation *in situ* agreed..

All identified features will be planned at a scale of 1:50 or 1:20 (or another appropriate scale) using taped or electronic distance measurements and drawn by hand on dimensionally stable drawing film. Plans will show the limits of the excavation and will be related to the Ordnance Survey National Grid. Where required, sections of identified

features and deposits will be drawn at a scale of 1:10, 1:20, or 1:50 (as appropriate). Where possible, the sections will be levelled to Ordnance Datum.

The groundworks, general site views, archaeological features and significant archaeological deposits will be recorded by digital photography to illustrate the site processes observed, the location of the groundworks, and the general character of the site, as well as any required technical photography of the archaeological resource present. All photographs will be taken by a digital SLR camera set to an image size of 4,288 x 2,848 pixels (which equates to a size of 36.31 x 24.11 cm at 300 dpi) (or greater), using a tripod, where necessary. Photographs will include a metric scale of appropriate length, where applicable. All photographic images will be saved in TIFF format and will form part of a fully indexed photographic record recording the date, site, subject, and direction of view.

Finds from all defined archaeological contexts will be collected and bagged by context. The finds will be lifted, cleaned, conserved, bagged, and boxed following advice set out in *First Aid for Finds* (Watkinson and Neal 2001) and according to the standards set out in the *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (ClfA 2014a). Items that require specialist conservation will be identified in the field and conservation advice will be sought from the Wiltshire Council Conservation & Museum Advisory Service (CMAS) at the earliest available opportunity, in order to lift and treat the objects in an appropriate fashion.

8.2.3 Human Remains

If human remains are suspected or discovered during archaeological works, the Assistant County Archaeologist would be contacted immediately and a strategy for excavation or preservation *in situ* would be agreed. If preservation *in situ* is the preferred option, then a reburial strategy will be developed, based on Historic England guidance (Historic England 2024).

If the decision is made to excavate and lift the human remains, then an application will be made for 'Authority to excavate human remains for archaeological purposes', for which a 'Licence for the Removal of Human Remains' may be granted by Secretary of State, administered by the Ministry of Justice, in accordance with Section 25 of the Burial Act 1857. The presumption would be in favour of complete excavation of any grave to obtain information on details of burial position, grave goods, dating evidence, etc in order to understand the significance of the burial. The full extent of the grave/burial will be exposed and if this extends beyond the limit of the stripped area for the lake, then the full plan will be exposed. The excavation, recording and lifting of inhumation burials, both intact articulated burials and disturbed or disarticulated burials, will follow recommended practice as set out in McKinley and Roberts (1993) and Historic England (2018). The grave would be excavated by hand and the human remains would be fully uncovered before photographing, planning, and recording prior to lifting of the burial. The lifted bones would be bagged by skeletal area. Sediment samples would be taken from the areas of the feet and hands to recover small bones.

If cremated human remains are discovered, then excavation and recovery will follow recommended practice set out in McKinley and Roberts (1993). If urned cremations are found, the cremation would be lifted intact together with the vessel, for excavation off-site. After lifting and prior to being excavated and sampled, the urn would be x-rayed. Urned or disturbed urned cremations would be excavated on site, first dampening the soil to minimise fragmentation. Where possible, undisturbed cremations would be excavated in 20mm spits. The soil from the cremation burial and the burial pit fill (or from the immediately surrounding area of the burial) would be collected as a 100% whole earth sample. The samples would be subject to flotation to recover bone fragments, plant remains and charcoal. Where appropriate to avoid fragmentation of cremated bone, the samples would be initially dry sieved over an 8mm or 4mm mesh to recover larger bone fragments prior to flotation.

All human remains (stratified, articulated or otherwise) will be treated with respect and, where necessary, will be screened from public view.

8.2.4 Treasure and other Significant Finds

If artefacts are discovered that fulfil the definition of potential Treasure (under The Treasure Act 1996 (and as amended), then Terrain Archaeology will notify the Assistant County Archaeologist at the earliest possible opportunity.

Terrain Archaeology has a statutory duty as the finder to notify any such finds to the Wiltshire Finds Liaison Officer within 14 days of their significance being recognised.

If finds of major significance, or finds which cannot be adequately excavated within the working day are identified, it may be necessary for the Client to put in place appropriate protective and/or security measures, pending fuller archaeological recovery of those finds.

8.2.5 Geoarchaeological Investigation

In the event that deposits of potential geoarchaeological significance are encountered during the groundworks, for example if a buried soil is identified below or in association with archaeological features or deposits, or a midden or other structured deposit is discovered, then the project geoarchaeologist will be contacted to provide specific advice on sampling. A site visit for the geoarchaeologist will be organised to enable specialist examination of the deposits in the field and to undertake the appropriate sampling on site.

8.2.6 Environmental Sampling

In the event deposits suitable for environmental sampling are encountered, an environmental sampling strategy would be developed, where required, in consultation with the Historic England Regional Science Advisor and the relevant specialist. The sampling strategy will follow the principles outlined in the guidance set out in Campbell *et al.* 2011, and Historic England 2014 and 2015 and will be developed in consultation with the project geoarchaeologist. The strategy is likely to consist of whole earth sampling of contexts derived from excavations into discrete features, such as barrow ditches, pits and postholes, and other significant contexts selected on a judgmental basis to sample a range of feature types from all phases and areas of the site. The criteria for selection will be that deposits are potentially datable, with little intrusive or residual material. The whole earth samples will be 40-60 litres, or 100% sample, if smaller contexts are sampled. The sampling would be undertaken for the recovery of charred plant remains and charcoal. In addition to the environmental sampling, bulk sampling of the remainder of the fill for artefact recovery by sieving will be undertaken.

If any notable spreads of material including middens or animal bone groups (ABG) are encountered, the relevant specialist (zooarchaeologist and/or archaeobotanist) will be contacted for advice in how to sample these (Baker and Worley 2019; Campbell *et al.* 2011).

8.2.7 Scientific Dating

It is not anticipated that any materials suitable for radiocarbon dating will be recovered from the works. However, if such materials are present, then they will be retrieved and treated in accordance with Historic England guidelines and best practice (Bayliss and Marshall 2022). The selection of suitable reliable samples for radiocarbon dating will follow the guidance set out in Bayliss and Marshall (2022).

8.3 Post-fieldwork Processing and Assessment

8.3.1 Assessment Level

Upon completion of the proposed fieldwork a rapid post-fieldwork assessment will be undertaken. It is not thought likely that a full post-fieldwork assessment and assessment report stage will be necessary. Instead after processing of finds and samples the post-fieldwork will progress straight to final analysis and reporting. If samples for radiocarbon dating have been recovered these will be assessed for their suitability using the criteria and guidelines set out in Bayliss and Marshall (2022). The Historic England Science Advisor (South West) will be contacted for advice if required.

The OASIS record will be updated at the end of the fieldwork stage.

8.3.2 Written Record Processing

After completion of the fieldwork, any outstanding cross-referencing of the context records and other written registers will be completed. The written and drawn record will then be digitised using industry standards (e.g., TNA 2023), to

form part of the working project archive. A security copy of the record will also be made. The digitised files will be labelled and organised in accordance with the project Digital Management Plan.

8.3.3 Finds Processing and Assessment

After completion of the fieldwork, all artefacts collected will be cleaned, according to current best practice. All finds that require will be appropriately marked at this stage. The finds will then be sorted by category, quantified by number and weight, and bagged according to standard archaeological practice (ClfA 2014a).

All suitable metal objects of archaeological provenance which are to be retained within the archive, will be X-rayed following the guidelines set out in Fell *et al.* (2006) and any additional advice from the project's appointed conservators the Wiltshire Council Conservation & Museum Advisory Service (CMAS).

The finds quantifications will be entered into an excel spreadsheet by context and this will be used as a basis for assessing their significance and aiding the decision-making regarding analysis and reporting. This will be undertaken using in-house expertise or commissioned from appropriately competent and qualified external specialists.

If human remains are recovered, the project osteo-archaeologist will be contacted to advise on the potential for scientific analysis of these remains (Historic England 2023).

8.3.4 Environmental and Osteological Sample Processing and Assessment

All environmental samples will be processed by wet sieving with flotation samples collected on a 0.25mm mesh and residues collected in a 0.5mm mesh, as soon as possible after the completion of the fieldwork. The environmental material will then be dried and sorted for ecofacts and artefacts. Coarse sieved samples from animal bone groups or burials will be processed by wet sieving through a 2mm mesh or as advised by the faunal remains specialist. The environmental remains, including animal bone assemblages will be sent to relevant external specialists for assessment (Brickley and McKinley 2004; Campbell *et al.* 2011; Historic England 2014; Historic England 2018; Baker and Worley 2019). The assessments will establish the significance of the material, its potential to enhance understanding of the past and to address the project aims. They will also make recommendations for the type and scope of further analysis, where required.

8.4 Report Preparation and Publication

8.4.1 Report Preparation

On completion of the fieldwork, a report will be produced detailing the archaeological works carried out and the results of these works. A stratigraphic report will be collated, together with specialist finds reports to form the project report. The field drawings will be digitised using a vector drawing programme and will form the basis of the report illustrations.

8.4.2 Report Contents

The report will present the assess the nature and significance of the results of the archaeological works and place them in their wider local and regional setting, where appropriate.

As a minimum, each report will contain the following: —

- Title Page and non-technical summary
- Introduction
- Context of the project
- Geological and topographical background
- Archaeological and historical background
- Aims and Objectives
- Methodology
- Results
- Specialist reports (as appropriate)

- Conclusions
- Archive location

The report will contain a location plan at an appropriate scale. It will include plans of the archaeological features and deposits, and sections of recorded features, at an appropriate scale. To avoid establishing a 'false negative' record for the site, the report will make a clear distinction between areas where groundworks did, and did not, expose potentially 'archaeological' levels.

In some cases, it may be necessary to produce technical illustrations of artefacts or artefact groups. This requirement will normally be assessed and undertaken in-house, although some illustrations may be recommended (or undertaken) by external specialists.

8.4.3 Dissemination

An electronic copy of the report in PDF format will be supplied to the client and to Wiltshire and Swindon Historic Environment Record (HER).

The report in PDF format will be uploaded to the OASIS (Online Access to the Index of Archaeological Investigations) record for the project. This will enable the report to be uploaded to the Archaeological Data Service Grey Literature Library (<https://archaeologydataservice.ac.uk/library/>) and to be disseminated to the Wiltshire and Swindon HER.

There is a possibility of significant archaeological discoveries to be made on the site and these will require the production of a synthetic report for wider dissemination through an appropriate archaeological journal, in addition to the initial report detailed above. The scope of this report would be discussed with the client and would be subject to a separate agreement.

8.5 Archiving

8.5.1 Preparation of Archive

An ordered and indexed physical and digital archive will be prepared upon completion of the project. It will be prepared following the standard conditions for the acceptance of archaeological archives by the receiving body (The Wiltshire Museum, Devizes) and digital archive repository, and in accordance with nationally recommended guidelines (Brown 2011; ClfA 2014b).

8.5.2 Archive Selection Policy

The selection and retention of artefacts for deposition follows national guidelines (Brown 2011, ClfA 2014b). The selection strategy has been developed using the ClfA *Toolkit for Selecting Archaeological Archives* (ClfA 2019) to ensure that only those elements of the archive that are considered to have potential for future study will be retained.

All finds will be collected from the works. All prehistoric, Roman, and medieval finds will be selected for inclusion in the archive. All unstratified late 20th and 21st century finds and post-medieval material are likely to be de-selected from the archive. Bulk finds of these periods may be sub-sampled on site to keep representative material only.

8.5.3 Archive Contents

The archaeological archive will consist of some or all of the following, as appropriate:

- Digitised written field records, registers and indexes, and site drawings.
- Selected digital site photographs.
- Born-digital report texts, vector drawings.
- Digital copies of final WSI, specialist reports, and final project report.
- Selection Strategy.
- Project metadata.
- Documentation of the structure of the archive to accompany deposition.
- Finds and environmental materials selected for deposition.

8.5.4 Digital Archive

The digital archive will comprise both digitised written and drawn site records and born-digital texts, images, and drawings.

All digital materials will be organised and named according to the DMP and current standards and guidance (ClfA 2014b; ADS 2013; Forster 2019). The final digital archive will be selected from the working digital project archive in line with the project selection strategy.

8.5.5 Physical Archive

The final physical archive will be selected following the project archive selection strategy. The physical archive will be bagged, boxed, and labelled in accordance with current standards.

8.5.6 Temporary storage of archive

The archive will be temporarily stored at Terrain Archaeology's offices. No charge will be made for the temporary storage of finds or archives during the period of analyses or report preparation. However, after completion and submission of the report, if the archive cannot be deposited with the designated repositories or the landowner due to circumstances beyond the control of Terrain Archaeology, a charge may be made for storage.

8.5.7 Designated Repositories

The repository for the digital archive is the Archaeology Data Service. The designated repository for the physical archive is Devizes Museum; the Museum Accession No. is DZSWS:21-2026.

8.5.8 Storage costs

The contractor or their client will meet any box fees required by The Wiltshire Museum.

9. Personnel

9.1 Management

The project will be managed by Peter Bellamy BSc. (Hons) MCIfA, Principal Archaeologist of Terrain Archaeology.

9.2 Fieldwork

The fieldwork will be directed and undertaken by Mike Trevarthen BA (Hons) ACIfA, Senior Project Officer with Terrain Archaeology and (where necessary) by suitably qualified archaeologists sub-contracted by Terrain Archaeology.

9.3 Reporting and Specialists

The report will be compiled by Peter Bellamy and/or Mike Trevarthen. All finds and environmental materials will be assessed by Terrain Archaeology staff and, where necessary, by suitably qualified specialists sub-contracted by Terrain Archaeology. The specialists will be chosen from the following list, as appropriate:

Flint and worked stone	Peter Bellamy
Pottery	Rachel Hall (freelance specialist)
	Lorrain Mephram (freelance specialist)
Metal Objects and other Small Finds	Peter Bellamy
Geoarchaeology	Allen Environmental Archaeology
Plant Remains	Allen Environmental Archaeology
Charcoal (Wood ID)	Allen Environmental Archaeology
Flint and worked stone	Peter Bellamy (Terrain Archaeology)
Animal Bone	Dr Clare Randall
Human Bone	Dr Clare Randall
Other Finds	Peter Bellamy (Terrain Archaeology)
Environmental Archaeology	Allen Environmental Archaeology

10. Timetable

10.1 Fieldwork

The works are programmed to commence in May 2026.

10.2 Reporting

An initial report will be completed within three months of the completion of the fieldwork.

11. Monitoring

Terrain Archaeology will inform the Wiltshire Assistant County Archaeologist of the intended start date and duration of project. Access to the site and the archaeological works will be given to enable all required monitoring to take place.

12. Insurances

Terrain Archaeology maintains Employers Liability Insurance to £10,000,000, Public Liability to £5,000,000 and Professional Indemnity to £1,000,000. Full details of insurance cover can be supplied upon request.

13. Health and Safety

Terrain Archaeology would be responsible for ensuring that all works were carried out in accordance with The Health and Safety at Work Act 1974, The Construction (Health, Safety and Welfare) Regulations 1996, and The Management of Health and Safety at Work Regulations 1992.

Copies of Terrain Archaeology's General statement of Health and Safety Policy and site-specific Risk Assessment would be available at the Site and would be communicated verbally to all affected persons prior to commencement of site works.

Terrain Archaeology will abide by the Health and Safety policies of The Client. The Client will notify Terrain Archaeology prior to the start of works of any site-specific Health and Safety training or requirements or stipulations (beyond use of basic PPE), including the necessity for formal site inductions.

Terrain Archaeology staff will not drive, operate, or take charge of any vehicle or item of plant or equipment that they are not insured to operate nor have been formally trained to an appropriate standard,

Terrain Archaeology staff will not enter any unshored deep excavation, or work in any potentially hazardous confined space without formal assessment and preparation of a specific method statement for safe working.

Terrain Archaeology's designated Site Manager reserves the right to delay, defer or re-prioritise elements of the archaeological programme in situations where site safety, welfare or general working conditions are inappropriate, or safe working practices cannot be observed.

14. Copyright

Terrain Archaeology will retain full copyright of any commissioned reports or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that an exclusive license is hereby provided to the client for the use of such documents by the client in all matters directly relating to the project described in this document.

Licence is also given to the client and the archaeological curator to use the documentary archive for educational, public and research purposes. This licence does not cover commercial use of the material by the client or a third party.

In the case of non-satisfactory settlement of account then copyright will remain fully and exclusively with Terrain Archaeology. In these circumstances it will be an infringement under the Copyright, Designs and Patents Act 1988 for the client to pass any report, partial report, or copy of the same, to any third party. Reports submitted in good faith by Terrain Archaeology to any Planning Authority or local government Historic Environment Service will be removed from said Planning Authority and/or Historic Environment Service. The Planning Authority and/or Historic Environment Service will be notified by Terrain Archaeology that the use of any such information previously supplied constitutes an infringement under the Copyright, Designs and Patents Act 1988 and may result in legal action.

15. Confidentiality

Terrain Archaeology will respect the requirements of the client concerning confidentiality, excepting where this conflicts with statutory duties for disclosure or reporting. All documents intended for limited circulation and use will only be used for their specified purpose. Terrain Archaeology will, in the short term, respect any reasonable request by the Client to maintain confidentiality or sensitivity over the project results, and the purpose and location of fieldwork, excepting where this conflicts with professional or statutory requirements for disclosure.

No member of staff or person subcontracted by Terrain Archaeology will knowingly speak to the press with regard to the project, its conduct, or outcomes, or produce any form of publicity relating to the project without the prior consent of the Client.

Terrain Archaeology and its staff are bound by the Chartered Institute for Archaeologists Code of Conduct (2014c) (as amended) and have a professional obligation to make the results of the archaeological work available to the wider archaeological community and the public within a reasonable period of time (normally six months). This obligation is entirely consistent with the terms of the NPPF, which is clear that the results of archaeological investigation – i.e., the information and interpretations arising from archaeological work – are gathered for the public benefit to offset the physical loss of heritage assets and cannot legitimately be withheld indefinitely.

It must be noted that after report completion, a copy will be sent to Wiltshire and Swindon Historic Environment Record, at which point it will become a publicly accessible document.

16. Variation

By its very nature buried archaeological evidence is unpredictable. Whilst the potential types of archaeological evidence and the potential for archaeological preservation have been considered, no guarantees can be made for the quantity and quality of archaeological remains uncovered during the archaeological works. In order to successfully observe and record the site, it may be necessary to amend or alter the specification or the methodology adopted. Any variation would only be undertaken after appropriate consultation with the Wiltshire Council Assistant County Archaeologist.

In the event that the archaeological fieldwork identifies significant archaeological remains Terrain Archaeology will inform the Wiltshire Council Assistant County Archaeologist at the earliest opportunity. Where the adequate mitigation of such remains lies beyond that specified in this document or where their adequate mitigation may present unforeseen costs or delays to the client or other partners; or where the remains possess unusually high potential to address local, regional or national research frameworks, Terrain Archaeology will request an on-site review meeting with the Wiltshire Council Assistant County Archaeologist (and other partners as appropriate). The principal aims of such a meeting will be to identify and formalise any requirements for modification of the agreed archaeological programme, to provisionally identify the resulting cost- and time implications and to assess any need for revised documentation be prepared.

In the event of the unforeseen discovery of adverse ground conditions or ground contamination during the course of the works groundworks contractors will be informed immediately and the Client notified where appropriate. Such instances may, for example, include discovery of asbestos, hydrocarbons, hazardous chemicals, minerals or metals, potential biohazards, controlled invasive flora, British and European protected fauna (species afforded permanent or

seasonal protection under statute, including any nesting bird) and their habitats, or other hazards including potentially 'live' utilities or services, chambers, voids and confined spaces, unexploded ordnance, or munitions etc. In some of these cases it may be necessary to halt or restrict works temporarily whilst appropriate action/notification is carried out. Under certain circumstances such discoveries will require a variation of the agreed archaeological programme and may require agreement of task-specific method statements for safe working prior to recommencement of the programme.

Where not undertaken under shelter, archaeological works are susceptible to non-conductive or foul weather: The degree of susceptibility varying according to local ground conditions and the fragility/significance of the remains under investigation. In cases where weather-related delays to the archaeological programme result in a significant risk of delay to wider project timescales, Terrain Archaeology will notify the Client at an early stage in order to agree a strategy for completion of the works.

In the event that unexpectedly large quantities of artefactual and/or ecofactual materials are recovered, or materials requiring additional conservation are discovered, specialist assessment of finds or environmental samples may be required. This will constitute a variation from the written scheme of investigation. This will also apply to finds requiring specialist conservation.

The value of any variation from this written scheme of investigation shall be added to or deducted from the quoted price.

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Figure 1: Site location and design details.

Appendix 1: Digital Data Management Plan

Section 1: Project Administration

Project ID / OASIS ID
53655 /
Project Name
Boundary Farm Lake
Project Description
Archaeological Monitoring and Recording during groundworks
Project Funder
Mr D Guley
Project Manager
Peter Bellamy
Principal Investigator
Mike Trevarthen
Data Contact Person
Peter Bellamy
Date DMP created
12 April 2026
Date DMP last updated
12 April 2026
Version
V1
Related data management policies
The DMP has been compiled following ClfA Standards and guidance, and ADS guidelines.

Section 2: Data Collection

What data will you collect or create?
Spreadsheets Excel (.xlsx) to be deposited in preservation format (.csv) 4 files (size <2MB total) (Context Register / Photo Register / Drawing Register / metadata tables) Text / documents Word (.docx) PDF (.pdf/a) 4 objects (size <100MB) (Project Design / Final Report / scanned site records / scanned field drawings) Vector graphics Adobe Illustrator (.ai) to be deposited in preservation format (.svg) Site and finds drawings x 2, av size 1MB Images Archive photos (.jpg) to be deposited in uncompressed .tiff format Site photos x 100, av size 12MB
How will the data be collected or created?
Standard methods of data collection will be applied throughout the project, working to best practice guidance provided by the <i>ADS Guides to Good Practice</i> .

Section 3: Documentation and Metadata

What documentation and metadata will accompany the data?

Data collected will be in standard formats which maximise opportunities for use and reuse in the future.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

Section 4: Ethics and Legal Compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.

Copyright for all data collected by the project team belongs to Terrain Archaeology, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

The working project archive will be stored in a project specific folder on the project laptop computer. This is backed up daily to an external hard drive to maintain an up-to-date security copy of the data.

Data collected will be downloaded and raw data will be stored in the appropriate project folder.

Project folders files are named following Terrain Archaeology's procedures.

File naming conventions are based on ADS and DigDigital file naming guidance and include version control management. All files included as part of this project archive will include an organisational identifier (TA), the Site ID (53611), the file descriptor (eg ProjectDesign) and Version number (eg V2-0). Final versions of files will include 'FINAL' within the filename.

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

The Selection Strategy and DMP will be reviewed and updated at the end of the fieldwork phase, and following full analysis.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, ADS).

Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data.

The project results may provide new research data which can be included in the Historic Environment Record.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

What is the long-term preservation plan for the dataset?

The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.

Have you contacted the data repository?

The restricted nature of the proposed works mean that it is highly likely that the archaeological results will be negative. In which case, there will be no digital archive other than the final report (added to OASIS). The ADS will be contacted at the end of the fieldwork phase when the scope of any digital archive is better known.

Have the costs of archiving been fully considered?

A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?
A summary of the project will be included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses. A final version of the project report will be supplied to the Historic Environment Records via OASIS, and any data which they request can also be provided directly. The location(s) of the final Archaeological Archive will be added to OASIS when appropriate. The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).
Are any restrictions on data sharing required?
No

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
Peter Bellamy