

Proposed New WC Provision and Associated Works at the Parish Church of St John the Baptist, Foxham, Wiltshire: Written Programme of Archaeological Investigation

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Planning ref:	PL/2025/09058	Wilts Museums ref. no. DZSWS: 20-2024
Site Code:	FSJ 24: 20-2024	SMC ref: NA
NGR:	ST 9767 77231	

Version 1, prepared by James Brigers of Prospect Archaeology, November 2025

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Client:	The Parochial Church Council of St John, Foxham
Contractor:	PROSPECT ARCHAEOLOGY
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APPENDIX

i) Data Management Plan

**PROPOSED ARCHAEOLOGICAL MITIGATION DURING DEVELOPMENT WITHIN THE CHURCH
& CHURCHYARD OF THE PARISH CHURCH OF ST JOHN THE BAPTIST, FOXHAM, WILTSHIRE**

James Brigers, BA June 2024 revised January 2026
on behalf of the Parochial Church Council of St John, Foxham

NGR: ST 9767 7723
Wilts Museums ref. no. DZSWS: 20-2024

LAT: 51.494034; LONG -2.0349611
OASIS ref. Prospect1-525427

1.0 INTRODUCTION

1.1 Context of the Project

1.1.1 The church of St John represents one of the only gathering spaces for the residents of Foxham and, although well-used for worship, there is an increasing demand for the use of the church for occasional meetings and other events. The building does not currently possess toilet or kitchen facilities which present an obstacle to an increase in the level of usage of the space.

1.1.2 In order to enhance the level of available facilities it is proposed to create a proportionate new hospitality unit at the base of the tower and also expand the existing lean-to store to the north of the nave to accommodate a compliant WC. The new WC will be accessed by a hoggin path to be laid from the south porch, to the west of the tower and along the base of the north elevation of the nave. The hospitality area and WC will require new foul drainage to be connected to the main sewer to the south and new mains water supply.

1.1.3 The works will require limited intrusive activities which may adversely impact buried archaeological remains and consequently the approval of planning consent is condition on the implementation of an archaeological programme of work. This Written Programme of Investigation is designed to satisfy the requirements of the planning condition and conforms to the requirements of *Management of Research Projects in the Historic Environment* (2015, Historic England) and details the proposed monitoring, post excavation and dissemination methodology in accordance with guidance outlined in:-

- *Universal guidance for archaeological monitoring and recording* (2023, ClfA)
- *Chartered Institute for Archaeologists' Code of Conduct* (2022, ClfA).
- *Preserving Archaeological Remains: Decision-taking for Sites under Development* (2016, Historic England)
- *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*, 2nd ed. (2011, Historic England)

- *Standards & Guidance for Archaeological Assessment & Fieldwork in Wiltshire & Swindon Borough* (2025, Wiltshire Council Archaeology Service)

2.0 BACKGROUND

2.1 Location, Geology, Topography (fig. 1)

2.1.1 The Victorian church of St John the Baptist stands at the above grid reference within a small rectangular enclosure on level ground at an elevation of 58m above Ordnance Datum and at the southern edge of the small settlement of Foxham, to the north of Bremhill civil parish in north eastern Wiltshire. The underlying geology in the locality consists of mudstone of Oxford Clay Formation¹.

2.2 Historical & Archaeological Context

2.2.1 The origins of the settlement of Foxham are uncertain but may have formed part of the estate of Cadenham, the core of which was located to the east and the remains of which may be represented by surviving earthworks², including apparent house platforms and a holloway. In 1066 the estate was in the possession of Ednoth the Constable, passing to William Malbank under Earl Hugh after the Conquest³. Foxham receives mention later in the medieval period and was a chapelry by 1219.

2.2.2 The presence of a church on the site of the existing building is indicated on early mapping of the area in 1773 and 1840 and this is most likely the represents the medieval chapel in its later form. The existing church of St John the Baptist was built on the site to designs by Willam Butterfield between 1878-81 in gothic revival style and consists of a simple plan of chancel, nave, south porch and slender west tower.

2.2.3 There is no record of recent formal archaeological investigation within the church or its immediate surroundings. The existing building is Grade II listed by merit of its architectural and historical value (no. 1283495).

¹ British Geological Survey, digital mapping

² Wilts & Swindon HER ST97NE453

³ Morris, J (gen ed) 'Domesday Book, Wiltshire'; 22,5

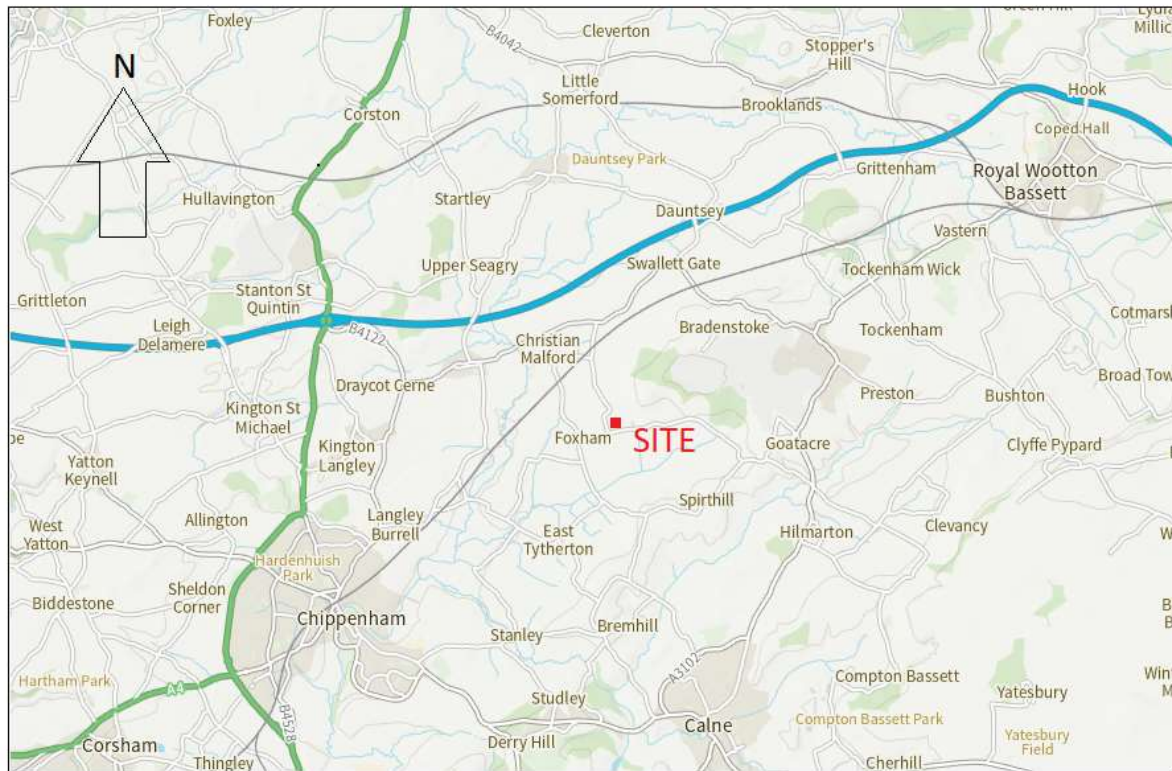


Fig. 1: Parish Church of St John the Baptist, Foxham. Location of the Site



3.0 OBJECTIVES

3.1 Overview

3.1.1 As part of the construction works some destruction of archaeological material is probable. It is therefore necessary to record such remains as encountered through the implementation of an ongoing watching brief in order to satisfy the terms of the Planning Consent and to advance our understanding of the archaeology and its significance (as per para 218 of NPPF) and as agreed with Wiltshire Council Archaeology Service as monitoring body.

3.1.2 The objectives for this investigation will be to: 1. Ascertain the presence/absence, function, date and chronology of archaeological deposits; 2. To assess the remains in a context of local, regional and national significance; 3. To recover environmental information likely to provide information on the economy and local environment of the area; 4. In the case of the discovery of significant remains, to allow an informed mitigation strategy to be formulated.

3.2 Research Design

3.2.2 Dependent on the presence/absence of archaeological remains, the works may specifically contribute to the understanding of the extent, character and function of this peripheral area of the medieval abbey complex. In addition, the investigation may reveal evidence for activity of periods which would be of value in the understanding of the chronological development of the church of St John, its immediate site and the wider settlement of Foxham and its surrounding landscape.

3.2.3 Attention will be paid to specific research aims as identified in the South West Archaeological Research Framework (SWARF)⁴, particularly in relation to medieval burial practices, the origins of parish churches & chapels and the foundation and evolution of early medieval religious sites (Webster et al 2008; p. 204; 205 & 286)

4.0 METHOD STATEMENT

4.1 Standards

4.1.1 The work will be carried out in accordance with the standards guidelines set out in paragraph 1.1.2.

4.2 Background Research

4.2.1 A full assessment has been made of known data relating to the site including reports of previous archaeological work in the area, historical records and maps.

⁴ Webster, CJ (ed), 2008 'The Archaeology of South West England', Somerset County Council

4.2.2 The material will be incorporated into the introductory section of the final report and set the results in their geographical, topographical, archaeological and historical context. It will also inform the design and conduct of the fieldwork.

4.3 Event Number and Site Code

4.3.1 A museum accession number has been obtained from Wiltshire Museum to permit the deposition of the investigation archive and artefacts at that facility. The accession number will be combined with the contractor's site code (FSJ 24) and will appear on all aspects of the archive generated by the investigation. An event number will be allocated by Wiltshire County Archaeology Service (WCAS) in due course to locate the work on the Wiltshire & Swindon HER.

4.4 Works: Pre-Commencement

4.4.1 Appropriate communications will be undertaken with stakeholders prior to works commencing. WCAS as monitors will be informed prior to the commencement of each phase of the works.

4.5 Proposed Works & Mitigation (fig. 2)

4.5.1 **Trenching for New Foul Drain:** Trenching will be excavated along a route from the new WC, along the north, west and south sides of the church to a point to the east of the south porch where it will turn south to run through the churchyard to the southern boundary. Five pits to contain inspection chambers will be located at each angle on the route and will measure 0.60m x 0.60m. To the south west of the church a spur will run into the tower to serve the hospitality. The trenching will be 0.30m in width and 1.00m-1.20m in depth.

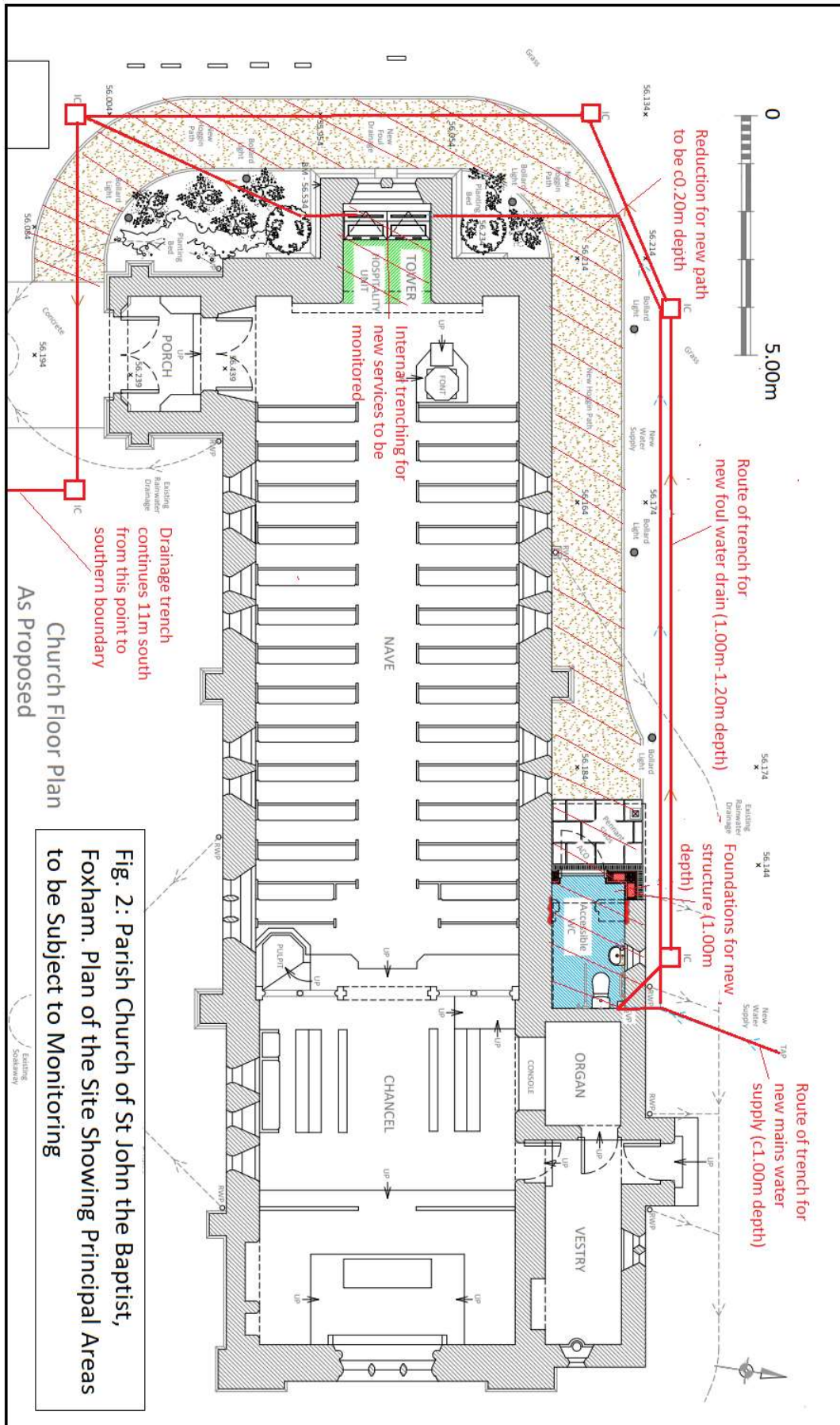
Mitigation: **Watching Brief (comprehensive)**

4.5.2 **Trenching for new Water Supply:** The new water supply will run from the existing (within the churchyard to the north of the nave) to the new WC building and then along the north side of the nave to return to enter beneath the north wall of the tower. The trenching will be c0.30m in width and excavated to a depth of 1.00m.

Mitigation: **Watching Brief (comprehensive)**

4.5.3 **Foundation Trenching for Store Extension (new WC building):** The new timber extension will require foundations to be laid in trenching 1.00m in depth.

Mitigation: **Watching Brief (comprehensive)**



4.5.4 New Path Construction: A hoggin path will be laid from the south porch to turn north adjacent to the west side of the building before turning east along the north side of the nave to the new WC building. To accommodate the path surface a reduced area 1.50m in width will be excavated to an approximate depth of 0.20m.

Mitigation: **Watching Brief (comprehensive)**

4.5.5 Internal Works: It is not anticipated that the installation of the hospitality unit within the tower will involve intrusive works. Limited trenching will be necessary in this area to allow new foul drain and water supply connections.

Mitigation: **Watching Brief (comprehensive)**

4.6 Watching Brief General Procedures & Methodology

4.6.1 The archaeological contractor will provide the relevant officer from WCAS with adequate notice of work commencing on the site. Provision will be made to safely accommodate monitoring of the project by personnel from that body and any other interested parties.

4.6.2 Only suitably qualified, trained and experienced persons will monitor all groundworks associated with the development.

4.6.3 Where areas of the site are to be stripped of modern surfaces or overburden the archaeologist will monitor the excavations and provide direction regarding the exposure of archaeological deposits.

4.6.4 The archaeologist will monitor all excavations and these will be accomplished through the use of a machine fitted with a toothless bucket; If possible archaeological remains are encountered machine excavation will be paused to allow further investigation.

4.6.5 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate. As a standard, at least one long section of each excavated trench will be photographed with an appropriate scale in place, to be supplemented by detailed shots to illustrate the stratigraphic sequence. In areas of low stratigraphic complexity the written and photographic record of each context will be supplemented by a measured sketch. Where a more detailed record is required a detailed drawing will be produced at an appropriate scale (usually 1:10 or 1:20) and the location of each drawing will be accurately marked on the overall site plan at a scale of

1:200 or 1:500. The main contractor will allow the archaeologist reasonable time and resources to undertake any inspection or recording required.

4.6.6 All works will halt should particularly significant discoveries be encountered. HE will be informed and a site meeting be arranged between the consultant, HE officers and the applicant to determine the appropriate mitigation.

4.6.7 Artefacts will be collected as work progresses. These will be assigned to particular contexts and bagged and labelled accordingly with the site's unique code. All finds will be retained during the fieldwork phase for further study during post excavation. The retention strategy for artefacts following post excavation analysis will be devised through agreement between all stakeholders (landowner, specialists, collections curators and Historic England). Provision will be made for the conservation and safe storage of all artefacts. Metal objects of archaeological provenance to be retained within the archive will be X-rayed in accordance with HE guidelines⁵.

4.6.8 'Small finds' not derived from closed feature contexts will be given a unique number and their location recorded to three dimensions.

4.6.9 Should any finds identified as treasure or potential treasure, including precious metals, groups of coins or any 'significant object' be exposed as designated in The Treasure (Designation) (Amendment) Order, 2023 this will immediately be reported to the relevant Finds Liaison Officer. Any such finds that cannot be removed to the PAS on the same day as discovery will be stored for safety in the secure storage facility of the contractor until such a time as they can be transferred.

4.6.10 Particular attention will be paid to the discreet recovery of disarticulated human bone from the top soil contexts likely to be disturbed by the trenching. This material will be bagged and stored in a suitable location away from public view prior to being returned to the church authorities for appropriate re-burial, ideally at a location as close to the point of discovery as possible.

4.6.11 Articulated in-situ burials encountered during the works and wholly or mostly within the area of trenching these will be carefully excavated by hand and recorded photographically, their location recorded and the remains will be removed and packaged individually. In the event of the discovery of in situ articulated human remains partially within the impacted areas and it is not possible to re-route the trench to avoid, WCAS will be notified and an appropriate course of action established which may involve excavation beyond the required trenching in order to recover the entirety of the remains. The locations and attitude of each burial will be recorded on the overall site plan. Following removal the exhumed remains will be securely stored prior to reburial within the churchyard unless otherwise agreed. The remains will be examined on site to provide broad information

⁵ Historic England, 2006 'Guidelines on the X-Radiography of Archaeological Metalwork'

regarding date of deposition, age, gender and basic pathology. In respect of the treatment of human remains, guidance issued by the Advisory Panel on the Archaeology of Burials in England (APABE), Historic England⁶ and the guidelines presented in 1.1.3 (above) will be consulted and followed. During the excavation process all spoil will be examined by the archaeologist to ensure all bone fragments are recovered and no such material is removed from the site.

4.6.12 Sampling Strategy: provision will be made within the project budget for the sampling of archaeological deposits impacted by the works associated with the proposal. The environmental strategy will follow guidelines outlined in *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post excavation* (Historic England 2015). Bulk samples will be 40 litres or 100% of smaller contexts. Wet sieving will be carried out at the facilities of Geoflo Ltd (Corton Denham, Somerset) using 1mm aperture mesh for heavy residue and 300 micron mesh for the flot. Once dry, heavy residue is sieved through a 4mm sieve and both the >4mm and <4mm residue is sorted for analysis. Block samples of 15-50mm length will be taken from appropriate contexts, particularly waterlogged deposits. Bulk samples will be recorded by a unique sample number against relevant context numbers. Assessment of the site's environmental potential through examination of suitable deposits will be arranged with Historic England Regional Science Advisor and the qualified specialists of Geoflo. This may include:- Retrieval of charred macro and microfossils, smaller faunal remains and land molluscs from former dry land palaeosols and features; retrieval of plant macro and microfossils, insect, faunal remains, molluscs, pollen and other biological remains from waterlogged deposits; absolute dating of critical contexts. A copy of the report detailing the results of the analyses will be sent to the HE Regional Science Advisor.

4.6.13 All structures, deposits and finds are to be recorded according to accepted professional standards. All recording points used should be accurately tied into the National Grid and located on to the 1:1250 map of the area. Plans indicating the location of all archaeological features are to be drawn at an appropriate scale, located on the site plan and levelled with respect to OD, or surrounding permanent ground levels or street level. An overall site plan is to be maintained at a suitable scale, usually 1:200 or 1:500. All plans are to accurately tie in to the site grid by triangulation from existing permanent features and through the use of a hand-held GPS device. All plans and sections are to be drawn on polyester based drafting film and clearly labelled.

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

⁶ Historic England, 2017 'Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds'

4.6.15 An adequate photographic record of the excavation will be prepared. This will include photographs illustrating the principal features and finds discovered, in detail and in context. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. All photographs of archaeological detail will feature an appropriately-sized scale. The photographic record will consist of digital images of a size of no fewer than 18 megapixels.

4.6.16 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with *Standard & Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (CiFA 1014/2020b)* and Brown 2011⁷ On completion of the project any artefacts will be retained by the archaeological contractor until ultimate deposition at Wiltshire Museum. The digital archive will be uploaded to the Archaeological Data Service; provision has been made within the project budget to satisfy the long term storage fees of both organisations. Treatment of digital born and derived data will be in accordance with the contractor's Data Management Plan (appendix i).

4.7 Post Works Assessment & Dissemination

4.7.1 Following completion of the works a report will be produced of the findings. All post excavation work will follow the formula laid out in Historic England's *Management of Research Projects in the Historic Environment* (2015).

4.7.2 All artefact, faunal and environmental assessments will be conducted by suitably qualified external specialists. The expected classes of finds and relevant consultants are: prehistoric/Roman ceramics (Rachel Hall/Jo Mills); medieval/post medieval ceramics (John Allen); faunal remains (Lorraine Higby); environmental analysis (Dr Mathew Law); human osteology (Marcie Weeks ACiFA). Should other classes of material occur advice will be sought from persons with relevant specialist knowledge.

4.7.3 The report will include scale drawings and any specialist reports. A copy of the report will be submitted to WCAS for inclusion on the county HER.

4.7.4 It is envisaged that any significant results may form an original article in the journal of the Wiltshire Archaeological Society.

4.8 OASIS

4.8.1 An OASIS entry will be completed as part of the submission of the report. All classes of finds will be tagged in OASIS uploads. A copy of the OASIS form will be included in the report. On approval of the report a PDF copy will be uploaded to the OASIS database.

⁷ Brown, DH, 2011 'Archaeological Archives: a Guide to Best Practice in Creation, Compilation, Transfer and Curation', Revised; Archaeological Archives Forum

4.9 Archive Deposition

4.9.1 Ownership of finds rests with the landowners (the applicant). However, the contractor will seek the transfer of title of ownership to Wiltshire Museum. It is understood that a box fee will be payable to the recipient museum and it has been agreed that the cost of this will be met by the client/applicant. The project manager will ensure the guidance for deposition relevant to that museum will be followed.

4.9.2 The digital born components of the archive, primarily consisting of photographs & survey data, will be suitably prepared, ordered and indexed in accordance with the contractor's Data Management Plan (appendix ii) and submitted for storage and general access with the Archaeological Data Service within 6 months of the completion of the project (or other time scale as agreed with WCAS).

4.10 Public Engagement

4.10.1 It is not expected that any results from the investigation will warrant public access.

5.0 RESOURCES & PROGRAMMING

5.1 Staffing

5.1.1 All staff employed by the contractor are professional archaeologists and will have a minimum of three months experience.

5.1.2 The field team will consist of an experienced field archaeologist; additional suitably experienced personnel will join the team as required.

5.1.3 Post excavation finds work will be coordinated by the project director and conform to the practices and standards described in the ClfA *Standards and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2014).

5.2 Timetable

5.2.1 Duration of the excavation work will differ according to the stage of the groundworks and the nature of these activities.

5.2.2 An interim report will be produced at the completion of each of 6 phases of work. This will be produced within two weeks of the completion of the fieldwork.

5.2.3 Post excavation assessment and reporting is partly dependent on the availability of specialists, but the contractor aims to produce the report within six weeks of completion of fieldwork.

5.3 Health & Safety

5.3.1 The contractor adheres to health and safety legislation. The contractor conducts its health and safety procedures on site in line with the *FAME Manual of Health and Safety in Field Archaeology* (2010).

5.3.2 Before work on site commences, a Safety Method Plan will be drawn up, which will include a full risk assessment. Any Safety, Health and Environmental rules in force for the project will be strictly adhered to.

5.3.3 Before beginning work on site, all staff will take part in a project briefing, so they are made aware of specific site hazards and appropriate mitigation required. All archaeological personnel will be made fully aware of the archaeology specifications and any other safety related documentation or requirements.

5.3.4 No staff will enter an area under machine excavation without alerting the machine driver. The archaeologists will remain alert at all times in proximity to machines.

5.3.5 Deep features will be excavated according to safe working methods detailed in the *FAME Manual* (2010), where open excavation may persist to a depth of no more than 1m and thereafter stepping or shoring would become necessary to complete the excavation. A depth of 1m should be considered a maximum rough guide only, as actual depth will be determined by soil cohesion and prevailing ground conditions. An auger may be used to determine depth of deposits to ensure safe working conditions, though its use will be inhibited by stone deposits.

5.3.6 The contractor will provide suitable accommodation to provide shelter for staff in poor weather and during breaks. Hand washing and toilet facilities will be provided.

5.4 Budget

5.4.1 An adequate budget will be agreed with the client to cover the cost of the watching brief, post excavation and reporting. In addition a sufficient contingency budget will be provided to cover costs and fees should significant remains be found to be present and/or additional specialist intervention be required during the fieldwork or post excavation assessment or excavation phases.

5.5 External Monitoring

5.5.1 The on-site watching brief will be monitored by officers of Wiltshire Council Archaeology Service.

5.5.2 Any changes to the specifications that the Project Manager may wish to make after approval by WCAS will be communicated directly for approval.

5.5.3 WCAS will be kept informed about developments during the fieldwork and post excavation process.

5.6 Insurance

5.6.1 The contractor carries Public Liability insurance through AXA with maximum cover of £5 million. Copies of the insurance certificates are available on request.

5.7 Copyright & Title

5.7.1 Ownership of archives and artefacts remains with the landowner with an aim, on conclusion of the post excavation and reporting, to transfer title to the recipient museum (Wiltshire Museum). Copyright of reports completed during and subsequent will remain with the contractor.

7.0 APPENDIX

i) Data Management Plan

i) DATA MANAGEMENT PLAN**Section 1: Project Administration**

Project ID / OASIS ID
IPR 25-68/2025 OASIS: prospect1-525427
Project Name
The Parish Church of St John the Baptist, Foxham, Wiltshire
Project Description
Watching brief during construction of new WC and service trenching within the churchyard
Project Funder / Grant reference
Parochial Church Council of St John
Project Manager
James Brigers
Principal Investigator / Researcher
James Brigers
Data Contact Person
James Brigers
Date DMP created
6 th February 2025
Date DMP last updated
23 rd January 2026
Version
6
Related data management policies

Section 2: Data Collection

What data will you collect or create?
Only photographs will be digital born; digital scans of drawings; digital scans of context sheets and other catalogues will be created off site during the project and the post excavation stages
How will the data be collected or created?
Digital Camera; digital scanning device (post excavation)

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?
Survey data; finds, context & photographic catalogues

Section 4: Ethics and legal compliance

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

Regular review of content to ensure any potential conflicts are covered by relevant permissions; individuals have provided permission for likeness to be included in record in some circumstances; removal of personal data/information

Section 5: Data Security: Storage and Backup

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

Daily backup to PC hard drive, external hard drive & external server (eg. 'Cloud')
--

Section 6: Selection and Preservation

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

All photographs; digital scans of drawings and locational data
--

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

By storage with the Archaeological Data Service

Have you contacted the data repository?

Pending

Have the costs of archiving been fully considered?
--

Yes

Section 7: Data Sharing

How will you share the data and make it accessible?

Will be accessible through ADS at completion of the project/post excavation programme

Are any restrictions on data sharing required?
--

No

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
--

James Brigers

Section 9: Data Use and Re-use Statement

How has data reuse been considered?

Where has the potential and significance of the digital archive been discussed?

List any references to reports or publications related to the collection

