



**Hawke Ridge Business Park
Westbury
BA13 4LD**

Written Scheme of Investigation for Archaeological Mitigation

BBHC Project: 2025
BBHC Report: 18159

June 2026



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Contents

1.	INTRODUCTION.....	4
2.	ARCHAEOLOGICAL BACKGROUND.....	8
3.	SCOPE OF WORKS, AIMS AND OBJECTIVES	9
4.	ARCHAEOLOGICAL RECORDING METHODOLOGY.....	12
6.	POST-EXCAVATION, ARCHIVING AND REPORTING	17
7.	HEALTH, SAFETY AND ENVIRONMENT.....	21
8.	INSURANCES.....	21
9.	MONITORING.....	21
10.	QUALITY ASSURANCE.....	21
11.	PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT.....	21
12.	REFERENCES.....	22

List of Illustrations

Fig. 1 Site Location (1:25000 @ A4)

Fig. 2 Archaeological mitigation area in relation to 1808 Inclosure Map

Fig. 3 Archaeological mitigation area in relation to Proposed Development layout

1. INTRODUCTION

1.1 Bristol & Bath Heritage Consultancy Ltd has been commissioned by Hawke Ridge Business Park Ltd and Bellway c/o HPH Ltd to prepare an archaeological and cultural heritage chapter (Chapter 14) for the Environmental Statement (ES) to be submitted in respect of a full planning application for mixed use development comprising residential, commercial and nursing home elements, with associated access roads and landscaping (henceforth referred to as “the Proposed Development”), on land known as Hawke Ridge Business Park, Westbury, Wiltshire BA13 4LD (centred at NGR 386393, 153222; Fig. 1). This Written Scheme of Investigation (WSI) for archaeological mitigation forms Technical Appendix (TA) 14.3 of the Environmental Statement (ES) and should be read in conjunction with Chapter 14 and TAs 14.1 and 14.2 of the ES.

1.2 The Application Site has been subject to previous archaeological desk-based assessment, geophysical survey and trial-trench evaluation, the results of which are summarised in the Heritage and Archaeology Statement contained at TA 14.1. These works were undertaken in advance of an outline planning application for construction of a business park (application no. 14/03118/OUT). In approving that application, it was determined by Wiltshire Council Archaeology Service (WCAS) that an archaeological watching brief would be required over a defined area in the northern land parcel of the Application Site as a condition (Condition 10) of planning consent (application no. 14/03118/OUT). The condition wording was subsequently varied under application 15/04092/VAR, and states:

No development shall commence on each individual plot in the area annotated as "Archaeological Watching Brief Monitoring of Works Required in This Area" on Parameters Plan Rev C received on 23rd June 2014 on application 14/03118/OUT until a written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the local planning authority. The approved programme of archaeological work shall then be carried out in accordance with the approved details.

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

- 1.3 A Written Scheme of Investigation [WSI] for Archaeological Mitigation was prepared by APS (2014) to address the original condition, setting out the scope of the archaeological watching brief on topsoil and subsoil removal and defining the area for archaeological watching brief at Figure 1 of the WSI (an extract of this is reproduced below, the area for archaeological watching brief highlighted in green).



Plate 1 Proposed area of archaeological mitigation over combined geophysical survey abstraction and 2011 Wessex Archaeology trial-trench plan (extract from APS 2014, Fig. 14.1)

- 1.4 Subsequent to the site-specific archaeological investigation works undertaken prior to the granting of the 2014 business park planning consent there have been a further 22 archaeological reports or investigations within the 1km study area set for the Heritage

and Archaeology Statement. These are summarised at TA 14.1. The archaeological baseline for the Application Site has been reviewed and updated at TA14.1, and the previously set out mitigation strategy (APS 2014) reviewed in that report, resulting in suggested slight amendments to the proposed archaeological mitigation area based upon re-examination of early 19th-century historic map evidence which suggests the former presence of small buildings ranged along North House Drove, just beyond the northeast edge of the mitigation area as originally proposed by APS in 2014. It is therefore proposed to slightly extend the mitigation area to include the site of these buildings and the driveway as indicated on the 1808 Inclosure map (Fig. 2). This coincides with areas of proposed house building, road building, a local area for play (LAP), landscaping and biodiversity works which are likely to have varying degrees of adverse impact upon archaeological remains (Fig. 3). Otherwise, the archaeological baseline within the Application Site was found to be unchanged and the results of the previously undertaken archaeological evaluations were therefore considered to remain valid. As a result, the basis of the mitigation strategy proposed in 2014 remains sound and this Written Scheme of Investigation (WSI) has been prepared in anticipation of a similar condition for archaeological mitigation works being required for the present application. The Archaeological Contractor ultimately appointed to undertake the works set out in this WSI will be required to produce a methods statement demonstrating how they will adhere to the requirements set out herein, for the approval of the Archaeological Consultant (BBHC) and Wiltshire Council archaeological advisor prior to the commencement of fieldwork.

The Site

- 1.5 The Application Site encompasses an area of 14.58 hectares in two main development areas (north and south) separated by Mill Lane and a narrow strip of land associated with the Grade II listed Hawkeridge Farm. An existing roundabout and roads off Hawkeridge Road provide access to Mill Lane and these form the link between the two development areas. The site currently comprises mostly arable land. The area on the north side of Mill Lane is divided into two areas by a historic, hedged, field boundary which runs roughly east/west across the southern part of the area. The area south of Mill Lane is divided in two by a slightly curving historic field boundary towards the centre of the area which survives as a wet ditch, with no hedging or trees evident. The site is situated to the east of the B3097 Hawkeridge Road, which connects the northern edge of Westbury with Yarnbrook to the north, and is accessed by a roundabout on that road and the beginnings of associated estate roads

constructed to provide access to Hawke Ridge Business Park, which received outline planning consent in 2014. The site is bounded to the south by the course of a now-dismantled railway line, to the east by an active railway line, Hawkeridge Mill, kennels, and by open fields to the north of the kennels. To the north, it is bounded by open fields to the south of the village of Hawkeridge.

- 1.6 The ground level within the northern section of the Application Site is generally level at around 51m AOD but rises gently towards the northwestern boundary to around 54m AOD and falls to around 47m near the brook at the eastern boundary with the kennels north of Hawkeridge Mill. The southern part of the Application Site rises gently from around 48m AOD in the northeast to 52m AOD in the northwest, and rises more markedly towards the southernmost end of the site to around 57m AOD. The underlying bedrock geology of the site is mapped as Oxford Clay Formation mudstone, sedimentary rocks formed in the Jurassic period (between 166,100,000 and 157,300,000 years ago) which are shallow-marine in origin. They are detrital, ranging from coarse- to fine-grained (locally with some carbonate content) forming interbedded sequences. This is mapped as being overlain by superficial deposits of alluvium - comprised of clay, silt, sand and gravel – running in a broad swathe parallel with the course of the brook at the eastern side of the northern land parcel and covering much of the southern land parcel. These sedimentary deposits are fluvial in origin. They are detrital, ranging from coarse- to fine-grained and form beds and lenses of deposits reflecting the channels, floodplains and levees of a river (BGS 2026).
- 1.7 Soil cover is mostly mapped as slowly permeable seasonally wet slightly acid but base-rich loamy and clayey soils typically associated with landcover of grassland and arable, with some woodland (Soilscapes 2026). The natural brown to green-brown clayey alluvial deposits and/or orange, yellow-brown or bluey-grey Oxford Clays were encountered in the base of all the excavated archaeological evaluation trenches at depths ranging from 0.23-0.46m below existing ground level (begl), but typically at c. 0.36m depth. The alluvial deposits were primarily encountered within the lower-lying areas of the Application Site, as might be expected. Subsoil was only encountered in seven trenches, and it was suggested the effects of ploughing may have removed shallow subsoils across much of the site or mixed these with the topsoil (WA 2011, 4).

Scope of Works

- 1.8 The archaeological mitigation – dubbed a ‘watching brief’ in the APS (2014) WSI - is essentially a Strip, Map and Record exercise, as defined in Wiltshire Council guidance for archaeological work in the county, which is a form of archaeological mitigation ‘.... *normally deployed on the investigation of large, open areas, where the emphasis is on achieving an accurate plan of features and their spatial relationship, such as a field system or isolated structures, followed by selective excavation to answer specific questions. It is normally deployed where the potential is for a low density of archaeological deposits but where their spatial disposition will make an important contribution to the wider understanding of the historic landscape.*’. This requires the removal of topsoil/subsoil across the mitigation area (Figs 2-3) under constant archaeological supervision and identification and mapping of any archaeological features thus exposed, followed by agreement of an appropriate level of sampling of those features through hand excavation. The detailed methodology proposed for this is set out at Section 4 below.

Standards and Guidance

- 1.9 This WSI has been guided in its composition by the *Standards and Guidance for Archaeological Assessment and Fieldwork in Wiltshire and Swindon Borough* (WCAS June 2025), *Standard for archaeological monitoring and recording* (ClfA 2023), *Universal guidance for archaeological monitoring and recording* (ClfA 2023), *Standard for archaeological excavation* (ClfA 2023), *Universal guidance for archaeological excavation* (ClfA 2023) and the *Management of Research Projects in the Historic Environment (MORPHE)* (Historic England 2015).

2. ARCHAEOLOGICAL BACKGROUND

Introduction

- 2.1 The Site has been subject to a detailed Heritage and Archaeology Statement (HAS) prepared by BBHC to accompany the full planning application (BBHC 2026; TA 14.1), to which reference should be made for a more detailed archaeological background. Associated figures can be found at TA 14.2. The following is a summary of the Application Site’s archaeological potential drawn from that study.
- 2.2 The baseline assessment at TA 14.1 identifies that the Application Site was subject to limited archaeological evaluation in 2003-4, during works associated with the then proposed Westbury Eastern Bypass, with more extensive site-specific evaluation of

the current Application Site carried out in 2011 in preparation for an application for construction of a new business park (subsequently submitted and approved in 2014 under application no. 14/03118/OUT). Those evaluations identified an area of archaeological potential focussed in the northeast of the Application Site, comprising post-medieval occupation areas and structures with potentially medieval, or even early medieval, origins. These appear to correlate with small buildings and enclosures depicted adjacent to the course of North House Road (also known as North House Drove), which connects Mill Lane to the village of Hawkeridge to the north, on the 1808 Inclosure Map (Fig. 2; Wiltshire Archives Ref. EA 76). The driveway itself was evident in the geophysical survey as an area of enhanced magnetic response, with a spread of limestone evident on the surface at the time of the survey indicating attempts to consolidate the trackway's passage across these otherwise sticky clay soils (Archaeological Surveys 2011, 14).

- 2.3 Residual artefacts of late prehistoric and Roman date were also found during the 2003-4/2011 evaluations, suggesting a background of activity near the Application Site in those periods. However, no archaeological features of certain prehistoric or Roman date were identified within the extent of the Application Site. Since the 2011 evaluations, further archaeological investigations have found prehistoric and Roman settlement activity to the south and southwest of the Application Site, at their nearest extending to within c. 80m from the site boundary. The baseline assessment examined the question of why those settlement areas and related archaeological features were not found to extend into the Application Site despite its proximity and the earlier finds of residual artefacts of the periods. It concluded that almost all of the late prehistoric and Roman settlement activity identified in the Historic Environment Record (HER) within the site environs lay within an area of land largely defined by the courses of two brooks (Biss Brook and Bitham Brook) and historically known as 'The Ham Field(s)', which name typically indicates an enclosure or settlement by a river. The historic northern boundary of 'The Ham Field(s)' lies c. 80m to the south and southwest of the Application Site, indicating that the Application Site probably lay just beyond the area in which late prehistoric and Roman settlement activity was principally focussed.

3. SCOPE OF WORKS, AIMS AND OBJECTIVES

- 3.1 The principal aim of the Programme of Archaeological Mitigation is to record the presence/absence, survival condition and *heritage significance* of archaeological

remains within the proposed mitigation area and to advance our understanding of the archaeological resource within the Application Site and disseminate this knowledge to the public and archaeological community in accordance with the requirements of the National Planning Policy Framework (NPPF 2024 paragraph 218 specifically).

Research Objectives

3.2 The overall, broad objectives of the archaeological mitigation are to:

- establish the presence/absence, survival quality, chronology, phasing and *significance* of any archaeological remains within the defined mitigation area;
- record the nature of the main stratigraphic units encountered;
- assess the overall presence, survival, condition, and potential of any artefactual and ecofactual remains associated with archaeological deposits;
- produce a publicly accessible report(s) on the results of the works, for deposition with the Wiltshire Council Historic Environment Record (HER) and Archaeological Data Service (ADS);
- Disseminate the results of the archaeological work through an appropriate form of academic publication proportionate to the significance of the archaeological remains encountered.

3.3 In developing the archaeological strategy on site, and within the subsequent analysis and reporting, reference should be made to the *South West Archaeological Research Framework* (<https://researchframeworks.org/swarf/a-research-agenda-for-archaeology-in-south-west-england/> accessed 16.06.2026) and any other relevant research agenda, so that the remains can be placed within their local, regional, national or international context. Detailed consideration of the appropriate sections of the relevant *Research Agenda* must be made during the course of fieldwork and reporting as appropriate by the archaeological contractor. Given the current archaeological understanding of the archaeological resource within the mitigation area, *South West Archaeological Research Framework* research aims which may be capable of being addressed include, but are not limited to:

Research Aim 10: Address our lack of understanding of key transitional periods.

10f: There is much more work to be done on the diagnostic material culture of the transition from the early to later Medieval periods, particularly pottery. The EH/MPRG strategy similarly highlights the dearth of good contextual material to help understand the transition from the Medieval to Post-Medieval tradition. At both transitional periods there are radical changes in type and technologies but we do not understand the detail of these changes, let alone what they mean.

Research Aim 30: Develop and test methodologies to identify Early Medieval rural settlement.

30a: The lack of visibility of smaller rural sites has led to a reliance on more visible elite settlements. The known sites (of all types) are so few in number that it is impossible to assess how “typical” a site such as Trethurgy or Cadbury Castle is. This needs to be addressed by wider landscape studies and careful targeting of fieldwork.

Research Aim 31: Address the long-running debates about Early Medieval landscapes and territories.

31a: The lack of visibility of smaller rural sites has led to a reliance on more visible elite settlements. The known sites (of all types) are so few in number that it is impossible to assess how “typical” a site such as Trethurgy or Cadbury Castle is. New questions, such as the location and role of “assembly places” or execution sites need to be considered in landscape terms along with older, but still unanswered questions, such as the continuity of Roman estate boundaries and careful targeting of fieldwork.

Research Aim 33: Widen our understanding of the origins of villages.

33a: The transition from the Early Medieval period into the pre-Conquest period is one of the main research areas for rural settlement studies in the region. The origin of villages and their field systems in some areas (notably in the east of the region), is thought to date from the 10th century in this area but further detailed investigation, analysis and dating is urgently needed. Further work needs to be addressed by wider landscape studies and the careful targeting of fieldwork/excavation. There is a particular need to explore the origins and development of landscapes characterised by dispersed settlement patterns in the west of the region.

Research Aim 42: Improve our understanding of Medieval farming.

42a: There is very little direct environmental evidence for the use of grassland/pasture/meadows in the South West. The pastoral side of the landscape

was the major land use for many areas, and vital for producing winter food for stock. However the types and management of meadowland and pasture is still very poorly understood except in parts of the Thames valley. The integration of plant macrofossil and insect evidence and in some cases pollen as well, is the key to success here. See also Research Aim 20a.

Research Aim 47: Assess the archaeological potential for studying Medieval economy, trade, technology and production.

47a: Trade and interaction in the South West expanded considerably during the Medieval period with the growth of market towns, ports and an improved communication network. By the Medieval period pottery production developed at several centres and the study of markets and trade within the region is a key research item.

4. ARCHAEOLOGICAL RECORDING METHODOLOGY

- 4.1 The archaeological mitigation area should be set out and recorded on OS National Grid (NGR) co-ordinates with suitably accurate surveying equipment (usually GPS or TST). The position and size of the mitigation area may be adjusted on site to account for services and other constraints, with the prior approval of the Wiltshire Council archaeological advisor. Initially, all excavation works will comprise the mechanical removal of non-archaeologically significant modern overburden (generally topsoil and potentially subsoils) across the footprint of the mitigation area under constant archaeological supervision, using a toothless ditching bucket. All machining should be conducted under archaeological supervision and cease when the first archaeological horizon or natural substrate is revealed (whichever is encountered first). Following excavation of overburden, all spoil heaps should be inspected for the presence of unstratified artefacts, including scanning with a metal detector. The surface of the soil-stripped area should also be scanned with a metal detector at this stage. All archaeological features thus exposed should be recorded in plan, utilising a methodology that enables production of accurate plan drawings at a scale of 1:20. The final 'as dug' areas should be recorded accurately with GPS or TST.
- 4.2 Following the initial removal of topsoil/subsoil and mapping of archaeological features across the mitigation area a meeting will be held between the Archaeological

Consultant (BBHC), Wiltshire Council's archaeological advisor and the Client to review the results and determine an appropriate sampling strategy for any archaeological remains thus exposed.

4.3 Where further investigation is agreed, examination of features should concentrate on recovering the plan and any structural sequences. Emphasis must be placed upon gaining a secure understanding of the stratigraphic and chronological development of The Site, and on upon obtaining details of the phasing of The Site. Typically, excavation will proceed by hand. Mechanical assistance may, however, be utilised to remove bulk horizontal deposits, once these have been sampled and recorded to the satisfaction of the Wiltshire Council archaeological advisor, in order to ensure the excavations permit satisfactory examination of the earliest phases of archaeological activity present. Unless otherwise agreed with the Archaeological Consultant (BBHC) and Wiltshire Council's archaeological advisor, feature sampling will generally follow these standard Wiltshire Council Archaeology Service (WCAS 2025) parameters:

- Ditches – up to 10% by length of linear ditches will normally be sampled, focussed on establishing stratigraphic relationships, investigating terminals and recovering dating and environmental evidence. A higher sample, up to 20% by length, will normally be sought where ditches define or lie adjacent to settlement, industrial, burial or other specialist activity.
- Pits – all pits will normally be 50% sampled. The sample size will be increased, including the 100% excavation of a proportion of pits, where there is spatial, finds, environmental or other evidence to indicate that this will further the project objectives.
- Structures/buildings – all features and deposits that form components of a structure or building will normally be investigated. The sample of individual features or deposits comprising that structure to be excavated will depend on the nature and significance of the structure but typically would consist of 50% of all post-holes forming a hut circle or 50% by length of a drip gully.
- Post and stake holes – where these features do not form a recognisable structure, they will be sampled, normally 50% of every other post-hole. A representative sample of stake holes will be investigated.
- Burials and related deposits – all inhumation and cremation burials will be excavated in accordance with the Ministry of Justice (MoJ) licence. This will normally require total excavation and recovery. All associated deposits, e.g. pyre

sites, mausolea and mortuary enclosures, will also be fully investigated and excavated.

- Specialist activity areas/deposits – all such deposits, such as corn driers, hearths and kilns, will be fully investigated and excavated.
- Quarries, working hollows and similar large amorphous features – normally up to 10% by area of large, amorphous features will be excavated or sufficient to characterise them satisfactorily.
- Normally, metal detecting of stripped areas and of spoil heaps will be required by an experienced metal detectorist.
- Where appropriate evaluation and investigation of artefact distributions within topsoil deposits may be required – this should be agreed in advance with the Archaeological Consultant (BBHC) and Wiltshire Council archaeological advisor.

4.4 All archaeological features revealed must be planned and recorded in accordance with industry standards. Each context must be recorded on a pro-forma context sheet by written and measured description; principal deposits recorded by drawn plans (scale 1:20) or electronically using GPS or Total Station (TST) as appropriate, provided these can be reproduced satisfactorily at a scale of 1:20, and drawn sections (scale 1:10 or 1:20 as appropriate). The photographic record should comprise high quality digital images (there is no requirement for film), and must illustrate the principal features and finds discovered, in detail and in context. It should also include working shots to illustrate more generally the nature of the archaeological work. Consideration must also be given to the taking of photographs appropriate for wider public dissemination and future public outreach events such as talks and lectures. Photographs of archaeological detail must feature an appropriately-sized scale, and preferably a board indicating the site code, subject and orientation. The size of the scale will be recorded in the photographic register. Each excavation context should be recorded photographically before it is removed in whole or part. Sections should be recorded photographically. Where the removal of archaeological contexts reveals a cut feature, this should be recorded photographically. Finds and samples should be bagged separately and related to the context record. All artefacts recovered should be retained for processing and analysis in accordance with industry standards, unless otherwise agreed as part of the retention and discard policy set out below.

Artefact retention and discard

- 4.5 A high priority should be given to obtaining accurate dating evidence for features through the recovery of artefacts and material suitable for scientific dating, including consideration of bulk soil sampling and processing for the recovery of suitable quantities of artefactual/ecofactual material to assist in obtaining a secure site chronology (with bulk samples typically 40 litres in size, in accordance with Historic England guidance). The Archaeological Contractor should set out details of their artefact retention and discard policies and procedures in their site-specific methods statement. These policies should be in accordance with appropriate best practice, including *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020) and *Selection, Retention and Dispersal of Archaeological Collections Guidelines* (Society of Museum Archaeologists 1993).

Human remains

- 4.6 Human remains, whether skeletal or cremated, must be treated with respect at all times. In the event human remains are encountered they should initially be retained *in situ* and the Archaeological Consultant (BBHC), Client and the Wiltshire Council archaeological advisor must be informed immediately. In cases where it is subsequently agreed that excavation of those human remains should be undertaken, this must be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation of human remains and associated post-excavation processes must be undertaken in accordance with the standards set out in *Updated Guidelines to the Standards for Recording Human Remains* (ClfA 2017) and the *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Advisory Panel on the Archaeology of Burials in England 2017, Second Edition).

Environmental remains

- 4.7 The Archaeological Contractor should set out details of their Environmental Archaeology policies and procedures in their site-specific methods statement. Care must be taken to identify deposits which may have environmental potential and those which have the potential to provide suitable material for scientific dating, and an appropriate programme of environmental sampling should be undertaken. This should follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011). The sampling

strategy may be adapted for the specific circumstances of this site, in close consultation with the Wiltshire Council archaeological advisor and the Regional Science Advisor, but should follow the general selection parameters set out in the following paragraphs.

- 4.8 Secure and phased deposits should be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Bulk samples will typically be 40 litres in size, in accordance with Historic England guidance. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale should be taken.
- 4.9 The processing of the samples should be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (English Heritage 2011). Flotation or wet sieve samples should be processed to 0.25mm. Other more specialist samples such as those for pollen should be prepared by the relevant specialist.

Treasure

- 4.10 Upon discovery of Treasure the Contractor should notify the Client immediately. The Wiltshire Council archaeological advisor will also be notified. The Contractor must comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein. Findings should be reported by the Contractor to the Coroner within 14 days.

Backfilling

- 4.11 No trenches should be backfilled until they have been monitored and signed off by the Wiltshire Council archaeological advisor.

5. STAFF AND TIMETABLE

- 5.1 The Archaeological Contractor will provide details of their proposed project team and a programme of work in their WSI, including estimated timescales and resources. A list of key staff to be deployed to the project must be provided, including details of relevant specialists, along with CVs detailing their experience.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

6.1 Following completion of fieldwork, all artefacts and environmental samples must be processed, assessed, conserved and packaged in accordance with the relevant industry standards and the collecting museum's requirements. A recommendation should be made regarding material deemed suitable for disposal/dispersal, as set out in this document. Digital archive material must be deposited with the Archaeological Data Service (ADS). Provision for the costs of depositing 'born-digital' and 'digitised' data with the ADS must form part of the Archaeological Contractor's tender.

6.2 A typescript report detailing the findings should be compiled following completion of Site works. The report must indicate whether or not a Transfer of Title form has been signed by the land owner for deposition of the archive with the collecting museum service, and should include the museum accession number for each stage of the project. The report must also include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report and a summary of the project's background;
- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) include plans and reports of all documentary and other research undertaken;
- (v) a description of the project's results;
- (vi) an interpretation of the results in the appropriate context;
- (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (ix) a plan showing the location of the trenches and exposed archaeological features and deposits in relation to the site boundaries;
- (x) plans of each trench, or part of trench, in which archaeological features are recognised. Plans should also contain at least two grid references. Plans must be at an appropriate scale to allow the nature of the features exposed to be shown and understood (normally 1:20, or the equivalent thereof if surveyed using GPS). Plans will show the orientation of trenches in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;

- (xi) appropriate section drawings of trenches and features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xii) site matrices, if appropriate;
- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- (xiv) a consideration of evidence within its wider local/regional context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken;
- (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).

6.3 Specialist artefact and palaeoenvironmental reports will take into account the wider local/regional context of the archaeology and will include:

- (i) specialist aims and objectives
- (ii) processing methodologies (where relevant)
- (iii) any known biases in recovery, or problems of contamination/residuality
- (iv) quantity of material; types of material present; distribution of material
- (v) for environmental material, a statement on abundance, diversity and preservation
- (vi) summary and discussion of the results to include significance in a local and regional context

6.4 Copies of the draft report must be distributed to the Archaeological Consultant (BBHC) and/or Client for review, and to the Wiltshire Council archaeological advisor thereafter for final verification and approval. Thereafter, copies of the approved report will be issued to the Wiltshire Council archaeological advisor and the local Historic Environment Record (HER), along with final shapefiles detailing the location, shape and orientation of archaeological evaluation trenches and features. Reports must be issued in digital format (PDF/PDFA as appropriate) except where hard copies have

been specifically requested, and be supplied to the HER along with shapefiles containing location data for the areas investigated.

Report dissemination

- 6.5 Following completion of all stages of work arrangements must be made for an appropriate level of academic publication of the results in liaison with the Archaeological Consultant (BBHC) and Wiltshire Council archaeological advisor. Depending upon the nature of the results, there may be a requirement for preparation of a Post-Excavation Assessment (PXA) and Updated Project Design (UPD). As a minimum, an allowance should be made for providing a summary of the results in the annual round-ups of the appropriate period and local/regional archaeological journals, such as the *Wiltshire Archaeological and Natural History Magazine*. Copies of any reports arising from the fieldwork should be deposited with the Historic Environment Record (HER) in PDF/A format. A summary of information from the project should also be entered onto the OASIS (Online Access to the Index of archaeological investigationS) online database of archaeological projects in Britain, including the upload of a digital (PDF/A) copy of the final report(s) for the Archaeology Data Service (ADS) website.

Archive preparation and deposition

- 6.6 An ordered, indexed, and internally consistent site archive should be prepared and deposited in accordance with *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2014; updated October 2020), *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum, second edition 2011) and *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1* (Europae Archaeologia Consilium 2019), as well as the relevant collecting museum's guidelines.
- 6.7 The Archaeological Contractor should make arrangements with the collecting museum service (Wiltshire Museum, Devizes) for the deposition of the physical site archive, including procuring the agreement of the legal landowner(s) to deposit the artefact collection. The collecting museum service should be consulted by the Archaeological Contractor prior to fieldwork commencing, to establish their requirements and expected time limits for deposition of the archive.

- 6.8 All digital data created for the project must be archived with the Archaeological Data Service (ADS), and an OASIS record must be created by the archaeological contractor.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 The Archaeological Contractor must conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, along with the requirements of any Principal Contractor managing The Site at the time of the works.

8. INSURANCES

- 8.1 The Archaeological Contractor must hold Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £5,000,000.

9. MONITORING

- 9.1 The Archaeological Contractor must provide a minimum of two weeks' advanced notification of the start of site works to the Wiltshire Council archaeological advisor to arrange a date for the advisor to visit the site and check on the quality and progress of the work. Remote monitoring, if agreed in advance by the archaeological advisor, will be by means of photographs and plans of the mitigation area(s).

10. QUALITY ASSURANCE

- 10.1 The Archaeological Contractor must be a Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA) and adhere to all relevant CIfA Standards and Guidance and codes of conduct. The Archaeological Contractor's Project Manager and lead Project Officer must hold full Member status within the CIfA.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 11.1 It is not envisaged that this project will afford opportunities for public engagement or participation during the course of the fieldwork. However, the results must be made publicly available on the ADS, as set out in Section 6 above, in due course.

12. REFERENCES

APS 2014 *Hawkeridge Business Park, Westbury, Wiltshire: Written Scheme of Investigation for Archaeological Mitigation.*

Archaeological Surveys 2011 *Hawkeridge Farm, Westbury, Wiltshire: Magnetometer Survey Report.* Report ref. **348**

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<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> Accessed 10.03.26

Soilscapes 2026 Cranfield Soil and Agrifood Institute Soilscapes Map
<http://www.landis.org.uk/soilscapes/> accessed 10.03.2026

WA (Wessex Archaeology) 2011 *Hawkeridge Farm, Westbury, Wiltshire: Archaeological Evaluation Fieldwork Report.* Report ref. **79280.01**

WCAS (Wiltshire Council Archaeology Service) 2025 *Standards and Guidance for Archaeological Assessment and Fieldwork in Wiltshire and Swindon Borough*







