

ADVISORY

Chicklade Services Additional
Car Parking
Wiltshire

Written Scheme of Investigation for
Archaeological Evaluation

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Archaeological Evaluation

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Figure 1: Site Plan with Exclusions and Trench Locations

APPENDICES

APPENDIX 1: Figures

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1. INTRODUCTION

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by BWB Consulting ('the Consultant') on behalf Instavolt. It describes the objectives and methodology for an archaeological evaluation by trial trenching that will be undertaken pre-determination in advance of a forthcoming planning application for additional parking ('the Proposed Development') for the EV Hub that was formerly Chicklade Service Station. That development is currently progressing under Planning Application PL/2022/06298. The Site is located on land to the west of the new EV Hub.
- 1.2 The Proposed Development will involve the construction of additional car parking and associated landscaping (**Appendix 1; Figure 1**).
- 1.3 This WSI provides the methodology for the archaeological evaluation of the Site and is to be implemented during any subsequent archaeological evaluation. The location and number of archaeological trial trenches have been agreed through consultation with the Archaeological Advisor for Wiltshire Council, who advise the council on archaeological matters.
- 1.4 The evaluation of the Site is the first stage in what may be a multi-phased response to understand the significance of any archaeological remains within the Site and mitigate any impacts on those remains.
- 1.5 This WSI has been prepared in accordance with the requirements of the Archaeological Advisor and will be submitted, after corrections, to the Local Planning Authority (LPA) with the evaluation report as part of the forthcoming planning submission. The archaeological works specified in this document will be undertaken by an Archaeological Contractor who are a Registered Organisation with the Chartered Institute for Archaeologists (CIfA) ('the Archaeological Contractor'), under the supervision of the Consultant.
- 1.6 The Trench Plan (**Appendix 1: Figure 2**) provides the location of the evaluation trenches equating to three trenches. **Figure 2** shows the location of trenches and the development boundary with an overlay of previous archaeological trenches which were undertaken as part of an evaluation in advance of development of the EV Hub. That work was reported in January 2025.¹ The figure also shows an area that has been previously disturbed and will be omitted from the area to be evaluated.
- 1.7 The trenches have been positioned following comments by the Archaeological Advisor. It is agreed that trenching should only be within areas that have not been disturbed. The trench plan has also taken into account the location of overhead and underground services, some of which run parallel to the A303. Where present, buffer zones have been applied in line with GS6 and HSG47 guidance for safety.^{2 3}
- 1.8 This WSI covers the above works only. It does not address the archaeological requirements for any additional archaeological works or mitigation. Any additional

¹ PCA, 2025, Chicklade Services A303 Wiltshire: Archaeological Evaluation (Report Number R18210)

² HSE (2013) Avoiding danger from overhead power lines.

³ HSE (2014) Avoiding danger from underground services.

archaeological works would be covered by a separate WSI submitted to the Archaeological Advisor and the Local Planning Authority for approval.

- 1.9 The WSI has been prepared in line with the written Code of Conduct of the Chartered Institute for Archaeologists (CIfA, 2022)⁴, Standard and Guidance for an Archaeological Evaluation (CIfA, 2023)⁵ and other best practice guidelines. The Wiltshire Council Archaeology Service Standards and Guidance for Archaeological Assessment and Fieldwork in Wiltshire and Swindon Borough have also been consulted in producing this WSI.

Site Location

- 1.10 The Site is approximately centred on National Grid co-ordinates ST 90365 34423 and is 148m Above Ordnance Datum (AOD) and slopes down gently to the south.⁶ The application area is situated to the west of the small village of Chicklade, on the north side of the A303.

Geology and Soils

- 1.11 According to online British Geological Survey (BGS) mapping, the underlying bedrock geology across the Site comprises underlying chalk of the Seaford Chalk Formation, formed approximately 84 to 90 million years ago during the Cretaceous period. The superficial geology is recorded as Head, which is a sedimentary deposit of clay, silt, sand and gravel formed between 2.588 million years ago and the present during the Quaternary period.⁷ The soil of the Site comprises a freely draining, lime-rich loam over chalk.⁸

2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 2.1 The following text is a summary taken from an archaeological assessment⁹ written to support Planning Application PL/2022/06298, the 2025 archaeological evaluation report¹⁰ and previous consultation responses.
- 2.2 The assessment concluded that there were no assets within the study area related to the Prehistoric period through to the Romano-British period. There was one entry related to the early-medieval period from documentary evidence for Chicklade.
- 2.3 There are nine non-designated heritage assets of Post-medieval date recorded within the study area. These are outfarms and former farmsteads of 19th century date, with some demolished. These assets were identified as part of the Wiltshire and Swindon Farmsteads and Landscape Project.
- 2.4 The assessment recorded eight undated heritage assets within the study area. This included field systems visible on aerial photographs, the most extensive and closest of

⁴ CIfA, 2022, Code of Conduct of the Chartered Institute for Archaeologists

⁵ CIfA, 2023, Standards and Guidance for Archaeological Excavation

⁶ Free Map Tools, *Elevation Finder*, <https://www.freemaptools.com/elevation-finder.htm> (last accessed 29 October 2024).

⁷ British Geological Survey, *Geology of Britain Viewer*, <https://mapapps.bgs.ac.uk/geologyofbritain/home.html> (last accessed 29 October 2024).

⁸ LandIS, *Soilscapes Viewer*, <http://www.landis.org.uk/soilscapes/> (last accessed 29 October 2024).

⁹ AC Archaeology, 2022, Redevelopment of petrol filling station, Chicklade, Wiltshire: Historic Environment Assessment

¹⁰ PCA, 2025, Chicklade Services A303 Wiltshire: Archaeological Evaluation (Report Number R18210)

these assets to the application area is MW13402. Asset MW13258 is recorded in the HER as an undated field system visible on aerial photographs, along with documentary evidence from 1930 suggesting a possible Romano-British date. Other undated assets in the study area include an undated settlement MW1357 recorded in the 19th century and visible on later aerial photographs. Other assets include strip lynchets, which are possibly medieval in origin, a D-shaped enclosure and a sub-rectangular enclosure, both visible on aerial photographs and a drove-way visible on aerial photographs.

- 2.5 The assessment concluded that the assets represent a long-standing use of the landscape, but little was known about their origin and age. The presence of elements of a former field system (MW13402), possibly of early origin, within proximity of the forthcoming application area is of note. It is possible that the field systems were initially laid out during the Bronze Age, when agricultural practices initially tended towards a subsistence economy. The WHER shows this activity as extensive, covering a large area, both to the north and south of the EV Hub and may extend to the east of the hub.
- 2.6 The 2025 archaeological evaluation excavated six trenches, 30m in length. One undated ditch was recorded within Trench 5. It was interpreted as a linear ditch feature, probably associated with the field systems interpreted from cropmarks in the immediate area.
- 2.7 Historic mapping suggests that the application area was in agricultural use throughout the later Post-medieval period and into the late 1960s, when the petrol filling station was built. The carparking area is on land previously used for agriculture and the land has not been developed.
- 2.8 The archaeological evaluation report for these works will be submitted as a part of the forthcoming planning application for the Archaeological Advisor to advise the Local Planning Authority in the determination of that application.

3. SCOPE OF WORKS

- 3.1 The trial trenching will be conducted in accordance with this WSI. This design takes account of assessment guidance in ClfA's Standard and Guidance for Archaeological Field Evaluation¹¹, and Code of Conduct¹² and other current and relevant best practice and standards and guidance. These standards will be adhered to by the Archaeological Contractor.
- 3.2 The location of the three trenches has been agreed with the Archaeological Advisor for Wiltshire Council to target areas where there is an increased archaeological potential. The trench locations are also positioned where there are no restrictions due to services to ensure safe working practice in line with GS6, ¹³ and HSG47 guidance.¹⁴. All trenches will be 30m x 2m wide.
- 3.3 It may be necessary for the Contractor to undertake a preliminary assessment of ground conditions prior to the commencement of the fieldwork. The Contractor will notify the

¹¹ ClfA, 2023, Standards and Guidance for Archaeological Excavation

¹² ClfA, 2022, Code of Conduct of the Chartered Institute for Archaeologists

¹³ HSE (2013) Avoiding danger from overhead power lines.

¹⁴ HSE (2014) Avoiding danger from underground services.

Consultant of any areas, that in their opinion, are unsuitable for evaluation. Any variation in trench locations will need to be agreed in advance with the Archaeological Advisor for Wiltshire Council.

4. OBJECTIVES

4.1 The Site has the potential to advance the understanding of the archaeology recorded within its locality. The evaluation objectives are:

- Archaeological evaluation, in order to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts, and their research potential, within the development area.
- Evaluate and record any archaeological features and deposits to a level appropriate to their significance and ensure the remains are sufficiently characterised and recorded to assess the impact of the Proposed Development on those remains and inform any need for additional mitigation;
- To characterise and date any remains, by means of artefactual or other evidence, with particular reference to the recovery of material for scientific dating such as C14, where artefact dating is not possible; and,
- Undertake sufficient post-excavation assessment to confidently interpret archaeological features, environmental samples and artefacts identified and recovered during archaeological works and produce a report on the findings.

4.2 The fieldwork and reporting will be undertaken in accordance with relevant research objectives.

Research Questions

4.3 The Site has the potential to advance the understanding of early occupation and agricultural activity, by contributing to the South West England Archaeological Research Framework Research Agendas.¹⁵ Particular reference should be paid to the section that relates to

4.4 The following research aims within the framework are considered to be relevant during the evaluation and the preparation of the assessment report, although other aims and agendas may also be relevant depending on the results of the evaluation.

- Research Aim 31: Address the long-running debates about Early Medieval landscapes and territories;
- Research Aim 33: Widen our understanding of the origins of villages;
- Research Aim 35: Develop our understanding of Early Medieval urban settlement;
- Research Aim 42: Improve our understanding of Medieval farming.

¹⁵ South West England Research Framework: The Archaeology of South West England. Resource Assessment and Research Agendas

5. METHODOLOGY

General Details

- 5.1 All anthropogenic archaeological features that are revealed will be investigated. Hand excavation and feature sampling will be sufficient to establish date and character, and to allow appropriate levels of recording.
- 5.2 The trenches will be stripped under constant archaeological supervision by an experienced archaeologist provided by the Contractor. The trenches will be located and set out using industry standard DGPS in accordance with the plans set out in this WSI. Any deviations to the locations should be advised by the Archaeological Contractor to the Archaeological Consultant in advance of excavation with a justification for the consideration and approval by the Archaeological Advisor for Wiltshire Council. The locations of the trenches will be scanned by an archaeologist qualified in the use of a cable avoidance tool (CAT) prior to the excavation commencing. Service plans will be supplied in advance of the evaluation.
- 5.3 The excavation of trenches will be undertaken by an experienced machine operator in a controlled and methodical manner using a 360-degree mechanical tracked excavator. The size of the machine will be appropriate to the area to be stripped. Topsoil and subsoil will be stripped mechanically with a smooth bladed, toothless ditching bucket and separated and stockpiled at a safe working distance from the excavation sides.
- 5.4 Excavation shall continue under archaeological supervision, removing deposits down to the first significant archaeological horizon or the natural substrate, whichever is encountered first. The machine excavation will proceed in level splits of no more than 200mm to allow the monitoring archaeologist an appropriate window of opportunity to assess the horizon for archaeological remains and finds. This supervision will be conducted by an appropriately qualified and experienced archaeologist. The top of the first significant archaeological horizon may be exposed by machine but will then be cleaned by hand as necessary and inspected for features. All excavated deposits and exposed surfaces will be visually scanned for the presence and collection of dating artefacts.
- 5.5 No trenches will be backfilled until they have been viewed by the Archaeological Consultant and 'signed off' by the Archaeological Advisor for Wiltshire Council. It is the responsibility of the Contractor to enforce the no backfill policy.
- 5.6 Field drains if encountered and damaged will not be reinstated by the Archaeological Contractor or Archaeological Consultant. Damaged field drains should be surveyed to allow the landowner the opportunity to locate and repair them. On completion, and only after permission has been given, the trenches will be backfilled in reverse order, commencing with subsoil followed by topsoil. Trenches will be compacted by machine tracking over the backfilled deposits, or may be left open if the developer requests this.
- 5.7 The appropriateness of the methodology will be kept under review. Any variations to this WSI will be put in writing and agreed by the relevant stakeholders including the

Archaeological Advisor for Wiltshire Council, the Client and the Archaeological Consultant.

- 5.8 Care should be taken to not damage any areas containing significant remains. The Archaeological Advisor for Wiltshire Council, in their role as advisor to the Local Planning Authority, must be informed immediately if remains of significance are encountered, or remains that would require a separate approach to excavation, and a revision of the methodology within a separate WSI.

6. EXCAVATION AND SAMPLING STRATEGY

- 6.1 A sufficient sample of any archaeological features and deposits revealed will be hand excavated in an archaeologically controlled and stratigraphic manner to establish their extent, form, date, function and relationship to other features. Excavation and sampling strategies will be proportionate to record and characterise the features.
- 6.2 Archaeological deposits and layers (including buried soils) will be sampled sufficiently to enable a confident interpretation of their character, date and relationships with other features. Hand excavation will be undertaken in an archaeologically controlled and stratigraphic manner in order to meet the objectives of the evaluation. Care must be taken to excavate stratigraphically and allocate all recovered artefacts to their correct deposit. A sufficient number of deposits/ features will be investigated through sample excavation in each trench to record the horizontal and vertical extent of the stratigraphic sequence down to the level of undisturbed natural deposits. No archaeological deposit should be entirely removed unless this is unavoidable or necessary to meet the aims and objectives of the evaluation. Excavation must be undertaken with a view to minimising damage to any features or deposits which would be better understood during future stages of work and those which appear to be worthy of preservation in-situ.
- 6.3 It is envisaged that the following sampling strategy will be used. However, this may be varied following discussions with the Archaeological Advisor for Wiltshire Council, if the specific circumstances of the identified remains, or if the features can be characterised to a suitable level of detail with a lesser or alternative sampling strategy. Archaeological recording, where not precluded by Health & Safety considerations, will generally consist of:
- A 100% sample should be taken of all stake-holes.
 - An initial 50% sample should be taken of all post-holes, which should then be 100% excavated to maximise recovery of artefacts and palaeo-environmental samples.
 - A 50% sample should be taken of pits with a diameter of up to 1.5m.
 - A minimum 25% sample should be taken of pits with a diameter of over 1.5m; however, this should include a complete section across the pit to recover its full profile.
 - A minimum 20% sample should be taken of all ditches.
 - All junctions/intersections and corners of linear features will be investigated, and their stratigraphic relationships determined. All ditch terminals will be excavated.

- 6.4 Investigation slots through all linear features will be at least 1m in width, or wider if required to answer the aims and objectives of the evaluation. Particular attention will be given to terminals and intersections to ascertain stratigraphic and physical relationships. Excavated sections should be placed against the trench edge where possible and sections drawn perpendicular to the feature's orientation. Overly oblique sections should be avoided.
- 6.5 All finds recovered will be recorded by context on industry standard pro-forma recording sheets. Unique context numbers will only be assigned if artefacts are retrieved, or stratigraphic relationships between archaeological deposits are discernible. Where assigned, each context will be described in full on a pro-forma context record sheet in accordance with the accepted context record conventions including a 'Harris' matrix where stratified deposits are recorded.
- 6.6 Artefacts of 19th and 20th century date can be noted and discarded, unless associated with a feature of significance, in which case they will be retained. All retained artefacts shall be removed from Site for specialist examination and analysis, and if deemed necessary, conservation. Cleaning of objects may take place on site, or upon removal as is deemed appropriate. Finds of particular interest will be retrieved as small finds and located on plans in three dimensions.
- 6.7 Where features are present or suspected these should be scanned by a metal-detector, set to NOT discriminate against iron objects. The resulting spoil should also be detected. The task should be undertaken by a supervisor who is trained to use the equipment and follow the written guidance, which will include the collection strategy, locating and reporting standards for all finds, as well as health and safety considerations.
- 6.8 A particular focus should be the recovery of dating evidence from features. This may include, for example, the 100% excavation of features such as pits where remains are encountered to maximise recovery, an increase in the bulk sampling strategy or the sieving of deposits on site and, where appropriate, the use of the contingency after consultation with the Client, Archaeological Consultant and Archaeological Advisor for Wiltshire Council.
- 6.9 All recording, cleaning, storage and conservation of finds will be in accordance with the Chartered Institute for Archaeologists' Standards and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials¹⁶ and Watkinson and Neal.¹⁷

Human Remains and Treasure

- 6.10 Any human remains must be left in-situ, covered and protected. If removal is essential, it can only take place under appropriate Home Office and environmental health regulations and the Burial Act 1857.¹⁸ Prior written notice is also to be given to the Local Planning Authority. Any remains classified as 'treasure' under the Treasure Act 1996¹⁹

¹⁶ CIfA (2020), Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives

¹⁷ Watkinson D. and Neal V. (1997), First Aid for Finds. Rescue and United Kingdom Institute for Conservation Archaeology Section, 3rd Edition

¹⁸ HMSO (1857), Burial Act HMSO (1996)

¹⁹ HMSO (1996), The Treasure Act

will be removed to a secure location, and where removal cannot be undertaken on the same day as discovery, suitable security measures will be put in place to protect the find(s) from theft.

- 6.11 A Treasure Receipt (obtainable from either the Finds Liaison Officer (FLO) or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Hand cleaning of archaeological features, sections and surfaces, will be sufficient to establish the stratigraphic sequence exposed.

7. RECORDING

- 7.1 Context sheets should include all relevant stratigraphic relationships, and for complex stratigraphy, a separate matrix diagram should be used and updated throughout the course of the archaeological works.
- 7.2 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised database.
- 7.3 Archaeological deposits will be planned using a GPS (minimum accuracy +/- 10cm), with individual features requiring greater detail being hand drawn at a larger scale of 1:10 or 1:20. Sections will be drawn to a basic scale of 1:10 or 1:20 depending on the size of the feature. All drawings will be related to Ordnance Datum. Where no archaeological remains are recorded, a representative section of part of each trench, showing the soil profile, should be drawn as a proportionate sample, and included in the report as required.
- 7.4 A digital photographic record of any archaeological remains or encountered features is required, in both plan and section, illustrating in both detail and in general context, the Archaeological Advisor features and finds discovered. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation. Post excavation shots should also be taken if the significance of the features warrant it. Where appropriate, a photogrammetric record will be made of complex structures, features and horizons. The photographic register will comprise digital photography of not less than 10 megapixels in resolution. All site photography will adhere to Historic England guidance²⁰ and must include a scale in good condition and proportionate to the type and size of the features being recorded.

8. ENVIRONMENTAL

- 8.1 The sampling strategy will be carried out in consultation with the Archaeological Consultant and approved by the Archaeological Advisor for Wiltshire Council. The sampling strategy should aim to maximise the recovery of finds in order to characterise and date any features.

²⁰ Historic England (2015), Digital Image Capture and File Storage. Guidelines for Best Practice.

- 8.2 All archaeological excavation should allow for the presence, recording and collection of environmental remains. Deposits which are identified as having the potential for the survival of environmental remains should be sampled. If deposits of potential palaeo-environmental importance are identified, a recognised environmental specialist should visit site to advise on an appropriate sampling strategy to be implemented. The analyses to be considered should include (but are not limited to) soil pollen analysis, charred plant macrofossils and land molluscs from cut features and dry land palaeosols, faunal remains, especially small mammals and fish, and soil micromorphology.
- 8.3 Bulk samples must be taken from all securely stratified deposits following the methodologies outlined in the English Heritage (2011) 'Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition)' guidance and other good practice guidance. Bulk soil samples for flotation will generally be 40l or 100% of the deposit if less than this volume, using a combination of judgement and systematic methodologies.
- 8.4 Samples for specialist environmental analysis and scientific dating (soil profiles, archaeomagnetic dating, dendrochronology etc.) should be taken if suitable material is encountered during the supervised strip. The Historic England Regional Science Advisor should be consulted if suitable deposits are identified and provision should be made for an appropriate specialist(s) to visit site, take samples and discuss the sampling strategy, as necessary.
- 8.5 Consideration should also be given to the recovery of specialist samples for scientific analysis, particularly samples for absolute dating. Different sampling strategies may be employed according to established research targets and the importance of the deposits/remains. This should include metal working residues, such as micro-slugs and hammer scale. A magnet can be used in the first instance, to scan deposits and spoil where iron residues are suspected.
- 8.6 No finds other than modern will be discarded without the prior approval of the Archaeological Consultant and the Archaeological Advisor for Wiltshire Council.
- 8.7 All finds and samples will be treated and stored in a proper manner and to the standards of the UK Institute of Conservators Guidelines.

9. ACCESS AND HEALTH AND SAFETY

- 9.1 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork must comply with all Health and Safety legislation. All archaeologists or archaeological organisations undertaking the fieldwork should ensure that they, or any proposed sub-contractors, are appropriately qualified and adequately insured to undertake such projects.
- 9.2 The Archaeological Contractor will be required to liaise with the Archaeological Consultant with regard to health and safety matters. The Archaeological Contractor will prepare and abide by a project and site-specific method statement and risk assessment.

- 9.3 It is the Client's responsibility to provide any service plans to the Archaeological Contractor. They will also be responsible for identifying any other specific hazards such as, but not limited to, contaminated land and unexploded ordnance. Any temporary works, such as hoarding, edge protection, fencing (other than temporary netlon) and other control measures are the responsibility of the Client either directly or delegated through a separate contractor. The Archaeological Consultant will coordinate this response as necessary.
- 9.4 The Archaeological Contractor must be satisfied they have all information reasonably obtainable on contamination and the location of live services before any site work takes place. The Archaeological Contractor will fully review all available information and will provide their own plan of works prior to works taking place on Site, to be attached to their Health and Safety Risk Assessment (RAMS) documentation.
- 9.5 The Archaeological Contractor must supply suitable welfare provisions for their operatives. The Client and the Archaeological Contractor will identify a suitable location for the welfare to be located and plant to be parked. The adjacent development also has welfare facilities that can be utilised with prior agreement.
- 9.6 Reasonable access to the Site is to be arranged for representatives of the Local Planning Authority, who will need to undertake site inspections to ensure that the archaeological investigations are progressing satisfactorily and that the terms of the WSI are being adhered to.

10. REPORTING

- 10.1 An interim report will be made available to the Archaeological Consultant two weeks after the completion of the fieldwork, if the results require it. This will be followed by an excavation report on the results of the fieldwork in PDF electronic format. The report will be prepared and submitted to the Local Planning Authority within 12 weeks of completion of the fieldwork (subject to processing and assessment of samples and finds). Reporting will be undertaken in accordance with relevant archaeological standards and national guidelines.
- 10.2 The assessment report should include:
- i. The Archaeological Contractor's site/finds code;
 - ii. A title page, with the name of the project, the name of the Contractor and author(s) of the report, the title of the report and date of the report and grid reference;
 - iii. A non-technical summary of the findings;
 - iv. A description and a background to the nature of the works, including dates of fieldwork, personnel, commissioning body, and nature of the Proposed Development;
 - v. A brief description of the Site location (including grid references), any previously known archaeology in the survey area, geology and soil conditions and known previous disturbance to the Site;
 - vi. Description of the methodology employed;

- vii. Site location plan (e.g. OS 1:1250) showing investigation area and development site in relation to surrounding locality and street pattern;
 - viii. Discussion on the nature, extent, date, condition and overall significance of the features, finds and environmental results of the investigation, site phasing and interpretation and discussion of the results within the local and regional context, to include specialist analysis as necessary. The report will describe the areas of disturbance, non-archaeological deposits and changes in the natural substrate where appropriate;
 - ix. Illustrative material including maps, plans, sections, drawings and photographs as necessary. Photographs should include images of work in progress together with any features revealed;
 - x. A summary of the contents of the project archive and its location and programme for deposition;
 - xi. References and bibliography of all sources used;
 - xii. Copy of the OASIS form; and,
 - xiii. Supporting appendices containing a list and summary descriptions of all contexts recorded as well as any additional supporting appendices as necessary.
- 10.3 The report should include supporting illustrations and plans, suitably captioned, at appropriate scales. To include as a minimum: a location map and a site plan. Drawings must include AOD levels and information to relate them accurately to the OS National Grid.
- 10.4 The report will be supported by photographs to place the investigation works within context and include colour photographs of identified archaeological features and artefacts.
- 10.5 The digital copy of the draft report will be sent to the Archaeological Consultant for initial review and any edits actioned by the Archaeological Contractor. The Archaeological Consultant will forward the draft report to the Archaeological Advisor for Wiltshire Council. The Archaeological Contractor shall rectify any defects and make any amendments as identified by the Archaeological Advisor for Wiltshire Council and shall subsequently submit the final report within one week of their comments. Once approved, a final copy will be submitted to the Archaeological Advisor for Wiltshire Council. Any variation to the reporting protocol will need to be agreed with the Archaeological Advisor in advance.
- 10.6 Digital copies of each report will include one full set of interpretative drawings in AutoCAD or GIS compatible format. Copies of each report should be produced and submitted to: Instavolt (pdf); The Client (pdf); Wiltshire Historic Environment Record (pdf); Salisbury Museum who will be accepting the archive (hard copy); and the Archaeological Data Service, OASIS (pdf).

11. ARCHIVE PREPARATION & DEPOSITION

- 11.1 The site archive will be ordered and compiled using the ClfA and Historic England 'Toolkit for Selecting Archaeological Archives' (2019) and with reference to Brown (2000) and CIFA 'Guidance for the creation, compilation, transfer and deposition of

archaeological archives' (ClfA 2020). It will be quantified, ordered, indexed and internally consistent. Adequate resources will be provided during fieldwork to ensure that all records are checked and internally consistent. All archaeological finds and documentary archives should be prepared in accordance with the guidelines for Salisbury Museum. The Contractor will obtain an accession number prior to works commencing. A digital archive will also be stored with the Archaeology Data Service (ADS). Salisbury Museum Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives has been produced to ensure consistency across the archives they accept.²¹ The Museum will be contacted in advance of fieldwork taking place using the pro-forma notification form within their guidance.

- 11.2 The field archive should be compiled consisting of all primary written documents, plans, sections and photographs. Catalogues of contexts, finds, soil samples, plans, sections and photographs should be produced and cross-referenced. It should be consistent with the appointed Contractor's Selection Strategy, which should be updated as the project progresses. The Contractor will complete a Data Management Plan (DMP) before work commences. Copies of the Strategy and DMP will be submitted to the Archaeological Advisor for Wiltshire Council if requested. Both documents will be developed by the Contractor before work commences and kept under review during the project. The decision on material kept for the archive should be made on completion of the project and the DMP should follow the requirements for deposition with ADS.
- 11.3 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed. Arrangements for the curation of the site archive will be agreed in writing with Salisbury Museum and details of such arrangements will be made by the Archaeological Contractor.
- 11.4 In principle, the site archive will be deposited with the Salisbury Museum within three months of the completion of reporting. The Archaeological Contractor will need to hold discussions with the museum curator regarding the collection and discard policy relevant to the site, and to observe such requirements. If the Museum is unable to accept the archive, an alternative solution regarding the storage of the archive will be found.
- 11.5 Provision will also be made for further reporting and publication of the results of the investigation in a suitable local journal should significant remains be encountered, and no other opportunity exists for their dissemination. If significant results are obtained and it is likely that further stages of archaeological work will be required, publication shall be deferred until such time as the project works are substantially complete.
- 11.6 Before work commences, an OASIS online record (<http://ads.ahds.ac.uk/projects/oasis/>) must be initiated and key fields completed on Details, Location and Creators Forms. Following completion of any further work, all appropriate parts of the OASIS online form must be entered.

²¹ Salisbury Museum, Archaeological Archives Preparation Standards- Policies and Guidelines Documents Archive - The Salisbury Museum

12. CONFIDENTIALITY & PUBLICITY

- 12.1 The Archaeological Contractor will refer all inquiries to the Archaeological Consultant without making any unauthorised statements or comments. Communications must be directed through the Archaeological Consultant.
- 12.2 The Archaeological Contractor will not disseminate information or images associated with the project for publicity or information purposes without the prior written consent of the Archaeological Consultant.

13. COPYRIGHT

- 13.1 The Archaeological Contractor shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client for the use of such documents by the Client in all matters directly relating to the project as described in the WSI subject to due acknowledgement. The Archaeological Contractor should agree to assign copyright to the Client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, s.79).
- 13.2 By depositing this report, the Archaeological Contractor gives permission for the material presented within the document to be used by Wiltshire Council, in perpetuity, although the Archaeological Contractor retains the right to be identified as the author. The permission will allow Wiltshire Council to reproduce material, including for commercial use by third parties, with the copyright owner suitably acknowledged.
- 13.3 Under the Environmental Information Regulations 2005 (EIR), information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'.
- 13.4 Requests for sensitive information are subject to a public interest test, and if this is met, then the information has to be disclosed. The Archaeological Contractor should inform the Client of EIR requirements and ensure that any information disclosure issues are resolved before completion of the work. Intellectual property rights are not affected by the EIR.

14. RESOURCES AND TIMETABLE

- 14.1 The Archaeological Contractor undertaking the works must be a Registered Organisation with the Chartered Institute for Archaeologists (CIfA) demonstrating that they have experience, capability and quality management systems in place. CVs of key staff involved in the project can be supplied if requested.
- 14.2 The Archaeological Contractor's team need to demonstrate experience of managing similar archaeological projects of similar size and complexity for their relevant levels of responsibility. The Project Director will hold corporate membership of the Chartered

Institute for Archaeologists at Member level. The Site Director or Project Officer supervising the evaluation will be expected to hold corporate membership of the Chartered Institute for Archaeologists at Associate level or demonstrate experience equivalent to this. The Archaeological Consultant will notify the Archaeological Advisor for Wiltshire Council at least two weeks in advance prior to the commencement of the works.

- 14.3 An interim report will be made available to the Archaeological Consultant two weeks after the completion of the fieldwork, if required. This will include an overview of the works and will provide a preliminary interpretation of the archaeology encountered. It will be supported by annotated plans at an appropriate scale and a quantification of the primary archive including contexts, finds and samples.
- 14.4 The Archaeological Consultant will provide the Archaeological Advisor progress reports until the completion of fieldwork. The Archaeological Advisor will be able to visit the Site during the works in order to monitor the works and ensure adherence to the WSI.

15. INSURANCES & HEALTH AND SAFETY

- 15.1 The Archaeological Contractor will hold appropriate levels of Public Liability Insurance and Professional Indemnity Insurance for the project. The Archaeological Contractor will have their own Health & Safety policies compiled using national guidelines and which conform to all relevant Health & Safety legislation.
- 15.2 The Archaeological Contractor will undertake a risk assessment detailing project specific Health & Safety requirement. The risk assessment shall be submitted to the Archaeological Consultant for approval prior to the commencement of site work. Health and Safety will take priority over archaeological issues.
- 15.3 All site personnel will always wear suitable personal protective equipment (PPE). Additional PPE will be issued by the Contractor as required, i.e. goggles, ear defenders, masks, gloves etc. In addition, site personnel will ensure that any visitors to the Site are equipped with suitable PPE prior to entry.
- 15.4 The Site will be left in a tidy state and the Archaeological Contractor will ensure they remove all materials brought onto the Site and dispose of any waste appropriately.

16. GENERAL PROVISIONS

- 16.1 Any technical queries arising from this document will be addressed to the Archaeological Consultant without delay. All communications from the Archaeological Contractor on archaeological matters will be directed through the Archaeological Consultant.
- 16.2 In the event of issues arising regarding the implementation of this WSI or the scope of the archaeological work, these will be resolved in the first instance by contacting the Archaeological Consultant who will facilitate a resolution through contact with all parties. Should the issue not be resolved remotely, a meeting will be held between key

stakeholders to facilitate discussion of the issues and identification of a suitable strategy to be agreed by all parties.

- 16.3 After that time, it may need to be revised to take account of new discoveries, changes in policy, standards and guidelines or the introduction of new working practices or techniques.

17. BIBLIOGRAPHY

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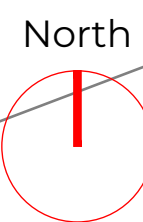
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APPENDICES

APPENDIX 1: Figures



SCALE 1:200



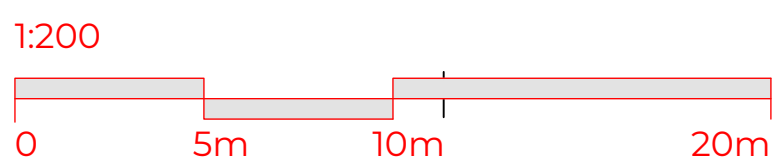
STUDIO FOUR
ARCHITECTS

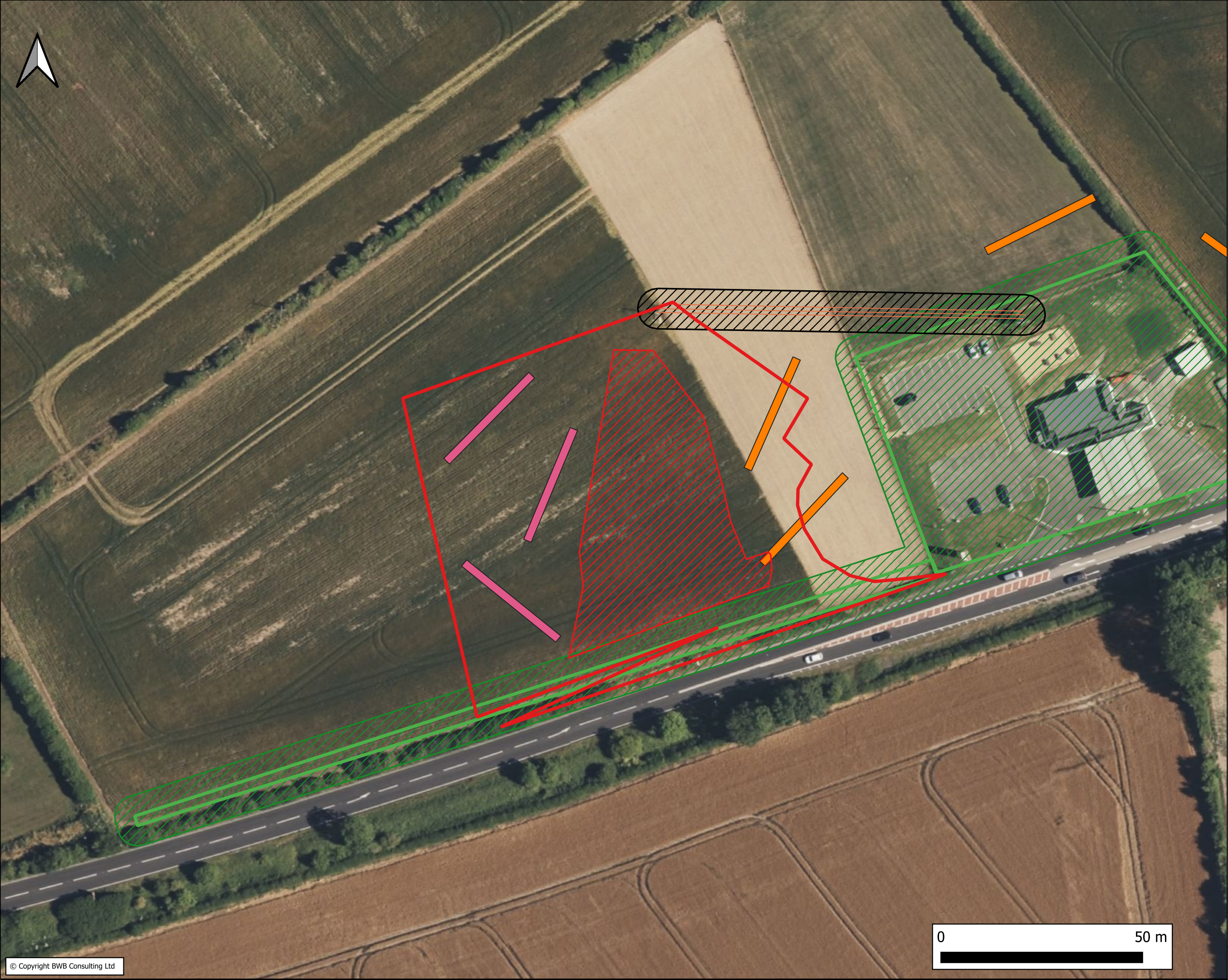
Client
INSTAVOLT

SITE LAYOUT PLAN - WITH EXTRA PARKING

Date	Scale	Paper	Drawn
MAR 26	1:200	A0	PA
Job No.	Dwg. No.	Revision	
45075	1001	P3	

45075.000.FIS - Proposed Site Plan with site parking - 10/10/2019





Notes

1.Do not scale this drawing. All dimensions must be checked/ verified on site. If in doubt ask.

2.This drawing is to be read in conjunction with all relevant architects, engineers and specialists drawings and specifications.

3.All dimensions in millimetres unless noted otherwise. All levels in metres unless noted otherwise.

4.Any discrepancies noted on site are to be reported to the engineer immediately.

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- Key
- Site Location
 - Previous Trial Trenches (2x30m)
 - Overhead Power Lines
 - Overhead Exclusion Zone
 - Services
 - Services Exclusion Zone
 - Proposed Trial Trenches
 - Disturbed Area

P01		15/04/2026	FINAL ISSUE	AC	PM
Rev	Date	Details of issued/ revision		Drw	Rev

Issues & Revisions

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www.bwbconsulting.com

Client

INSTAVOLT

Project Title

CHICKLADE SERVICES A303

Drawing Title

FIGURE 2: TRIAL TRENCHES WITH SERVICE EXCLUSION ZONE

Drawn:	ANNA CHMIELOWSKA	Reviewed:	PHIL MOORE
BWB Ref:	255927	Date:	15.04.2026
Scale@A3:		NTS	

Drawing Status

FINAL

Project - Originator - Zone - Level - Type - Role - Number	Status	Rev
255927-BWB-ZZ-XX-RP-LH-0001	S2	P01

