

LAND AT MANOR FARM, UPTON FOLLY, UPTON LOVELL, WARMINSTER, WILTSHIRE

(NGR ST 94923 41763)

Project Design for an archaeological excavation

Prepared by:
Simon Hughes

On behalf of:
Manor Farm Partners

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1. INTRODUCTION

- 1.1** This document sets out proposals to undertake an archaeological strip map and sample excavation ahead of a proposed new milking parlour on land at Manor Farm, Upton Folly, Upton Lovell, Warminster, Wiltshire (ST 94923 41763). The work is anticipated to be required by Wiltshire Council as a condition of a forthcoming planning application. This scope of work is based on consultation comments provided by the Wiltshire Council Assistant County Archaeologist (hereafter WCACO) for adjacent new slurry lagoon and feed pad proposals under planning reference PL/2026/02994.
- 1.2** The investigations will be carried out by AC archaeology and have been commissioned by Manor Farm Partners.
- 1.3** Manor Farm is located approximately 1km to the northeast of Upton Lovell and to the northwest of Salisbury Road (Fig. 1). The proposed milking parlour is positioned to the northwest of the farm complex within parts of two wider fields. These are situated at approximately 167m above Ordnance Datum on ground that slopes gradually to the southwest. The underlying solid geology comprises chalk of the Lewes Nodular Chalk formation (British Geological Survey Online Viewer 2026).
- 1.4** The archaeological works to be carried out and as set out in this document will comprise the following:
- Strip, map and sample excavation of areas of proposed development as depicted on **Fig. 1**; and,
 - Appropriate reporting, analysis and archiving of the results of the work.

2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 2.1** The site is located in an area of chalk downland that contains evidence for prehistoric activity. Nearby Scheduled monuments include Bronze Age barrows comprising a bell barrow named Upton Great Barrow (National Heritage List for England reference 1010407) and two saucer barrows (1007564) situated 550m and 1.2km respectively to the northeast. Further evidence for Bronze Age barrows is listed on the Wiltshire Council Historic Environment Record. This includes examples excavated in the early 19th century adjacent to both the Upton Great Barrow and the two saucer barrows (references ST94SE618 and ST94SE613).
- 2.2** Slightly further to the northwest lies an extensive Scheduled area of probable late Iron Age to Romano-British field systems that are visible as earthwork lynchets on Codford Down (1017303). A possible continuation of this landscape has been plotted on the Historic England Aerial Mapping Explorer and is also recorded in the Wiltshire Council

Historic Environment Record as ditches visible on aerial photographs. These include examples within the wider plot containing the proposed development (ST94SE684), while a probable square enclosure of potentially comparable date lies to the northwest (ST94SW739).

- 2.3** Recent archaeological monitoring during the installation of a new water main at Knook, approximately 900m to the northwest of the site, exposed a pit dated to the Bronze Age (West and Clark 2021). From this an assemblage of worked flint representing knapping waste, animal bone and pottery was recovered. Although only a single feature it was considered to indicate the potential for nearby settlement activity dating from this period.

3. AIMS

- 3.1** The main aim of the archaeological strip, map and sample excavation is to preserve by record any archaeological features present within the agreed area to be investigated, which will be damaged or destroyed by the development. More site-specific aims are:

- To excavate and record any buried archaeological remains/structures relating to prehistoric to Romano-British occupation of the site;
- To establish the nature of the activity of any hitherto previously unrecorded archaeological remains;
- To recover any environmental evidence from archaeological features;
- To collect and record any artefacts relating to the occupation or use of the site;
- To provide further information on the archaeology of Wiltshire from any archaeological remains encountered; and,
- To analyse and publish the most significant results and finds.

4. METHODOLOGY

4.1 Introduction

The work will be undertaken in accordance with this document, the Wiltshire Council Archaeology Service's *Standards and Guidance for Archaeological Assessment and Fieldwork in Wiltshire and Swindon Borough* (2025), and the Chartered Institute for Archaeologists' documents; *Standard for archaeological excavation* (2023a) and *Guidance for an archaeological excavation* (2023b).

4.2 Excavation

The excavation will comprise the footprint of the proposed development. Topsoil and subsoil deposits overlying the natural subsoil will be removed and separately stored on site. Soils will be stripped using a mechanical excavator equipped with a wide toothless bucket. All works will be under the direct supervision of the site archaeologist Stripping by mechanical excavator will cease at the level at which archaeological layers or natural subsoil is exposed.

- 4.3** Following completion of the soil strip, or as soon as safe working allows, the excavation area will be cleaned by hand, where necessary, in sufficient detail and extent to clarify the presence/absence of archaeological features or deposits. The excavation area and all spoilheaps will be scanned manually and by metal detector. A plan will be prepared using a Leica Netrover GPS and copies made available for a site meeting to enable identification of features/deposits that require further investigation.

4.4 A site meeting will then be held between AC archaeology and the WCACO. The purpose of the meeting will be:

- To agree what archaeological deposits exist in the area, their likely character and the levels of excavation/sampling required;
- To agree a timetable for further work, including site monitoring milestones.

4.5 Approaches to sample hand-excavation

All archaeological features and deposits will be excavated by hand, using appropriate tools, and subjected to an agreed level of sampling prior to being recorded. As a minimum, sampling levels will be as follows:

- the full excavation of all discrete features (pits, postholes etc, but a sample only of features present in high numbers, e.g. stakeholes), long linear features will be excavated to sample 10-20% of their length – with hand investigations distributed along the exposed length of any such features, specifically targeting any intersections, terminals or overlaps. Should the above percentage excavation not yield sufficient information to allow the form and function of archaeological features/deposits to be determined, the sample may need to be increased or the full excavation of large or linear features/deposits may be required. Additional excavation may also be needed for the taking of palaeoenvironmental samples and recovery of artefacts.
- If human remains are encountered, their excavation and removal will be undertaken on receipt of the appropriate licence from the Ministry of Justice. The local coroner will also be informed. Any consents or licenses required will be obtained on behalf of the client by AC archaeology.
- If expansive deposits, such as colluvial or alluvial layers or quarry pits are present then these will be removed by machine, as appropriate, in case they seal earlier remains.
- A minimum of 50% of any structural features; e.g. timber slots or ring ditches, although surviving structural elements, such as *in situ* walls, will just be exposed, cleaned, sampled and recorded and will not be fully removed unless they obscure earlier remains. Areas of collapsed rubble and debris will be cleaned, sampled as necessary and recorded and a portion hand excavated. The need for, and method of, any further excavation will be determined after discussion with the WCACO;
- Any object which falls under the definition of treasure, as defined in the Treasure Act 1996 and the 2023 Explanatory Memorandum to the Treasure Act 1996: Code of Practice (3rd Revision), will be reported to the local coroner and the HEIAM within the notice period. The object or objects will be removed to a safe place (usually the nearest AC archaeology office) on the day of discovery or excavation. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

4.6 Recording

All artefacts or deposits revealed will be recorded using the standard AC archaeology pro-forma recording system, comprising written, graphic and photographic records, and in accordance with AC archaeology's *General Site Recording Manual, Version 2*. Plans will be drawn at a scale of 1:50 or at 1:20 if more detail is needed and sections of features and baulk sections at 1:10 or 1:20. All site levels will be related to Ordnance Datum. All metal finds and other typologically distinct or closely dateable artefacts will be recorded three-dimensionally.

4.7 A comprehensive photographic record of all archaeological deposits will be made in both plan and section. This will comprise colour digital format only (minimum 16

megapixels), illustrating in both detail and generally the principal features and finds discovered. The photographic record will also include working and high-level views to illustrate more generally the nature of the archaeological operation mounted. A photographic scale shall be included in the case of detailed photographs. Guidance as set out in Historic England (2015a) *Digital Image Capture and File Storage: Guidelines for Best Practice* will be followed.

4.8 Finds and samples

All finds will initially be retained and examined by the AC archaeology Finds Manager in consultation with relevant specialists. Following this initial examination, later post-medieval and modern finds will not be retained except where they are items of intrinsic interest, or their further examination is considered necessary for the dating of specific features or deposits or for the interpretation of a site.

4.9 Necessary conservation work, including any on-site emergency conservation actions, will be undertaken by the Exeter Museum Conservation Laboratory, who regularly provide sub-contract services and conservation advice to AC archaeology.

4.10 All artefacts recovered are to be washed (where the condition of the material allows) and marked. Finds will be bagged, boxed labelled and stored in accordance with current UKIC guidelines. Appropriate separation will be maintained of bulk finds from those small or delicate objects requiring special treatment or packaging.

4.11 Where deposits of palaeoenvironmental potential are encountered, including carbonised or waterlogged organic deposits, these will be sampled as appropriate in accordance with English Heritage (now Historic England) guidelines *Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. The Historic England Science Advisor will be consulted as appropriate. The following techniques will be used:

- 40/60 litre bulk samples will be taken from any deposits relevant for environmental sampling (waterlogged deposits, peat deposits etc). Bulk samples will be fully processed. Peat or waterlogged contexts will require sequential sampling and discussion with the relevant specialist (see below);
- If it is felt appropriate by the relevant specialist, samples taken (both bulk samples and monolith tin samples) will be examined for pollen, diatoms, insect, plant macrofossils and molluscs.
- Bulk samples will be processed using the standard flotation/sieving methods, with the float collected on a mesh size of 250 microns. Residues will be sieved through mesh sizes of 5.6mm, 2mm and a minimum of 500 microns.
- Monolith tin samples, with tins measuring no more than 500mm in length, will be overlapped in the standard way to allow for a continuous sample of the entire sequence to be taken. Samples will be adequately recorded and labelled. A register of samples will be made and sampling record sheets (Using the standard AC archaeology pro-forma recording system – see section 4.6 above) will be completed for all samples taken and will include the following information: sample type, reason for sampling, sample size, context, sample number, spatial location, date, context description and the approximate percentage of the context sampled. The samples will be recorded on the relevant site section drawing and photographs of the sample locations taken.
- Radiocarbon samples will be taken and dates obtained if sufficient material from relevant deposits is located. AMS dating can be taken from monolith samples. If early peat deposits are encountered, the Historic England Science Advisor will be consulted to discuss the method of sampling for radiocarbon dating.

- If surviving animal bone is encountered then the English Heritage (2014) guidance *Animal Bones and Archaeology* will be used <https://historiceurope.org.uk/advice/technical-advice/archaeological-science/environmental-archaeology/>.

5. REPORTING

5.1 A post-excavation assessment report will be prepared covering the results from this within six months of completion of archaeological fieldwork. The contents of this report will vary dependent on findings, but would normally contain the following:

- A non-technical summary;
- An introduction;
- A description of the aims, and methodology adopted;
- A description of results including an assessment of any artefact or palaeoenvironmental analysis undertaken;
- A plan showing areas investigated;
- Relevant plans, sections and photographs;
- A comment on the archaeological or historical importance of the results, with reference to other published research from the area;
- An assessment of potential of the finds and archive for further analysis;
- Proposals for the subsequent analysis and publication of the data in a format(s) appropriate to the potential and significance of the archaeological data recovered. This shall include a summary programme for analysis and publication;
- A summary of the archive contents; and,
- A context register with brief descriptions as an appendix.

5.2 The finds and samples recovered during the excavation will be reviewed by the AC archaeology Finds Manager who will make a decision, in consultation with the WCACO, on the level of reporting initially required (Levels 1-2), based on the Chartered Institute online guidance *Toolkit for Specialist Reporting*. The following specialists will contribute to the post-excavation assessment report as necessary and provide recommendations on what and whether further analysis will be undertaken:

- A report any prehistoric ceramics will be provided by Imogen Wood PhD;
- Other ceramics will be reported on by Naomi Payne BA MA PhD MCIfA, Finds Manager, AC archaeology, or other regional specialist as required;
- Land snail analysis, environmental, geoarchaeological and radiocarbon sampling will be carried out by Dr Mike Allen;
- Pollen analysis will be carried out by Rob Scaife BSc PhD FRGS;
- General plant macrofossils will be reported on by John Georgi BA MSc;
- Charcoal will be reported on by Dana Challinor MA (Oxon), MSc;
- Worked flint will be reported on by Peter Bellamy, BSc, MCIfA, Terrain Archaeology;
- A report on any human remains will be carried out by Charlotte Coles BSc MSc MCIfA;
- A report on animal bone will be prepared by Charlotte Coles BSc MSc MCIfA;
- A report on any metal objects will be undertaken by Naomi Payne BA MA PhD MCIfA; and,
- Coins will be identified by Naomi Payne BA MA PhD MCIfA.

Other finds or environmental reports will be prepared by appropriate specialists or in-house staff as required.

- 5.3** The post-excavation assessment report will be submitted in digital (.pdf) format to Wiltshire Council Historic Environment Service within six months of completion on site. Copies of the report will be produced for distribution to the client and the Local Planning Authority. Paper copies can be provided on request.
- 5.4** Details of the excavation will be submitted to OASIS (Online Access to the Index of Archaeological Investigations). The OASIS number **545832** will be cited in the report.
- 5.5** In the event that significant remains are recorded then, in line with government planning guidance, Wiltshire Council Historic Environment Service may require publication of the results. If such remains are encountered, the publication requirements, including any further analysis that may be necessary, will be confirmed by the Service. The scope of the post-excavation analysis and details of publication will be set out in a post-excavation assessment of potential report. Any publication report will be submitted within 12 months of the completion of fieldwork.

6. THE PROJECT ARCHIVE

- 6.1** Depending on findings, a fully integrated site archive will be prepared for all stages of fieldwork with reference to the Historic England (2015b) reissued document *Management of Research Projects in the Historic Environment* (MoRPHE) and Brown, DH, 2011, *Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation*. A digital archive will be compiled, if required, in accordance with the Archaeology Data Service (ADS) standards, guidelines and the *AC archaeology Data Management Plan for Digital Archives* (Coles 2018). It will consist of:
- All relevant born-digital data (images, survey data, digital correspondence, site data collected digitally etc.); and;
 - Digital copies made of all other relevant written and drawn data produced and/or collected during fieldwork and as part of the subsequent post-excavation analysis phase that are not reproduced in the client reports.
- 6.2** The digital archive will be deposited with the ADS within six months of acceptance of the final report/publication.
- 6.3** The finds and paper archive from the excavation will initially be stored at the offices of AC archaeology in Bradninch, Exeter. On completion of the fieldwork finds archive will be offered to Salisbury under an allocated accession reference **TSM: AN41**, subject to the agreement of the landowner. Deposition costs/box charges will be funded by the client/landowner. Material not retained by the museum or the landowner will be discarded within three months from acceptance of the final report.
- 6.4** Subject to appropriate acknowledgement, the archive may be copied for *bona fide* research or in relation to local authority development control activities without infringement of copyright or need for permission from the originator.

7. HEALTH & SAFETY AND INSURANCE

- 7.1** Archaeological staff will operate under AC archaeology and Heritage's Health and Safety Policy and any other additional requirements set out by main site contractor. All works will also be carried out in accordance with current Health and Safety legislation, to include (but not exclusively rely upon) the Health and Safety at Work etc Act 1974,

the Management of Health and Safety at Work Regulations 1992 and the Construction (Design & Management) Regulations 2015.

- 7.2 In accordance with the provisions of the AC Archaeology and Heritage Health and Safety Policy, the AC Archaeology and Heritage site representative will be responsible for ensuring that operations under their control are carried out in accordance with the procedures outlined in 9.1 and in the site-specific risk assessment.
- 7.3 Archaeological staff will not work in unsafe or unhealthy conditions, even where not to do so will result in the possible under-recording of the archaeological resource. Safety helmets, high visibility vests and boots are to be used by all site personnel as necessary. Archaeological staff must not enter any area where there is a considered to be a health and safety risk that has not or is not being appropriately mitigated against.
- 7.4 All senior members of staff have up to date first aid qualifications, CAT and Genny, Banksman, manual handling and asbestos awareness training. AC archaeology is registered as an approved contractor under the Worksafe Health and Safety Scheme (SMAS), as recognised by SSIP (Safety Schemes in Procurement).
- 7.5 The Project Manager responsible for Health and Safety for AC archaeology is Laurence Vinnels. Laurence is accredited under the *Site Manager's Safety Training Scheme* (SMSTS) and the Institution of Occupational Safety and Health's *IOSH Managing Safely*.

8. PERSONNEL, PROGRAMME AND MONITORING

- 8.1 The project will be managed by Simon Hughes, Director, AC archaeology Ltd. Other personnel will be permanent and contract staff members of AC archaeology, all with suitable experience of this type of investigation and adhering to the ClfA Code of Conduct.
- 8.2 A start date has not been established. The WCACA will be given a at least 2 weeks notice of the start date and kept updated on progress, including the completion of the works.
- 8.3 The project will be monitored by the WCACA. Any variations to this document shall be agreed with them before they are carried out.

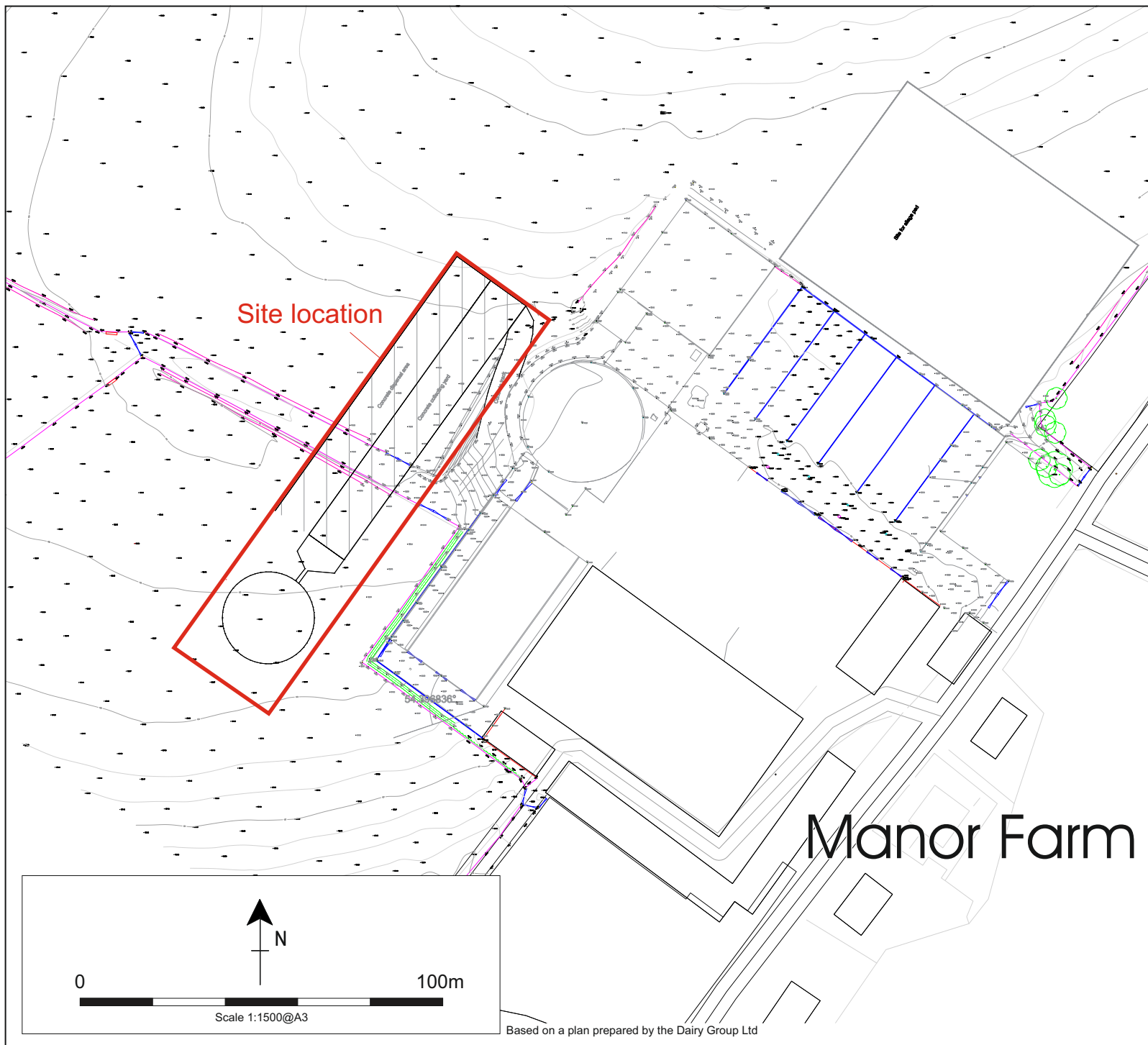
9. COPYRIGHT

- 9.1 AC archaeology Ltd shall retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence to the Client for the use of the report by the Client in all matters directly relating to the project. Any document produced to meet planning requirements may be freely copied for planning, development control, education and research purposes without recourse to the Copyright owner subject to all due and appropriate acknowledgements being provided.

10. SOURCES CONSULTED

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Version 1
Simon Hughes, MCIfA
Director
AC archaeology
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PROJECT
Land at Manor Farm, Upton Folly,
Upton Lovell, Warminster, Wiltshire

TITLE
Fig. 1: Location of site and proposed
excavation area

AC archaeology & Heritage
2-4 Halthaies Workshops
Bradninch
Exeter
Devon
EX5 4LQ

Telephone: 01392 882410



www.acarchaeology.co.uk