



# Harlington School Hayes, Hillingdon Greater London

Written Scheme of Investigation for  
Strip, Map and Sample Excavation

Planning Ref.: 18948/APP/2020/2551  
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Logix House  
Wrotham Road  
Meopham  
Gravesend  
Kent  
DA13 0QB

[www.wessexarch.co.uk](http://www.wessexarch.co.uk)

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Address 4th Floor, Network House  
Basing View  
Basingstoke  
Hampshire  
RG21 4HG

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Project management by Rob De'Athe  
Document compiled by Andrew Souter  
Graphics by Thomas Marshall

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**Figure 1** Site location and excavation areas



# Harlington School Hayes, Hillingdon Greater London

## Written Scheme of Investigation for Strip, Map and Sample Excavation

### 1 INTRODUCTION

#### 1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Wates Ltd ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological strip, map and sample excavation on a parcel of land located in Harlington School, Pinkwell Lane, Hayes, UB3 1PB. The excavation area is centred on NGR 508683, 178688 (**Fig. 1**).
- 1.1.2 The proposed development comprises the demolition of the existing buildings and construction of a new 8FE school including public library, Sixth form classrooms, new NP/ASD/SRP department, adult education classrooms, outdoor and indoor sport and recreation facilities, and associated landscaping and refuse stores/collection points.
- 1.1.3 A planning application (18948/APP/2020/2551) has been submitted to Hillingdon Council, and the following condition (Condition 17) relates to archaeology:

#### *Stage 1 Written Scheme of Investigation*

*No demolition or development shall take place until a Stage 1 Written Scheme of Investigation (WSI) has been submitted to and approved in writing by the Local Planning Authority, in consultation with Historic England's Greater London Archaeology Advisory Service. For land that is included within the WSI, no demolition or development shall take place other than in accordance with the agreed WSI, and the programme and methodology of site evaluation and the nomination of a competent person(s) or organisation to undertake the agreed works.*

*If heritage assets of archaeological interest are identified by Stage 1 then for those parts of the site which have archaeological interest a Stage 2 WSI shall be submitted to and approved by the local planning authority in writing. For land that is included within the Stage 2 WSI, no demolition/development shall take place other than in accordance with the agreed stage 2 WSI which shall include:*

- A) The statement of significance and research objectives, the programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works*
- B) Where appropriate, details of a programme for delivering related positive public benefits*
- C) The programme for post-investigation assessment and subsequent analysis, publication and dissemination and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the Stage 2 WSI.*

- 1.1.4 Consultation with the Greater London Archaeological Advisory Service (GLAAS) Archaeological Advisor determined that Stage 1 of the archaeological works would comprise an archaeological evaluation which was undertaken between 31<sup>st</sup> August and 3<sup>rd</sup> September 2021 (Wessex Archaeology Forthcoming). As the Stage 1 evaluation identified

sparse archaeological remains within the site, further work (Stage 2) was requested by the GLAAS Archaeological Advisor, the programme for which is set out in this WSI.

## **1.2 Scope of document**

- 1.2.1 This WSI sets out the aims of the excavation, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological excavation* (CIfA 2014a).
- 1.2.2 This document will be submitted to the GLAAS Archaeological Advisor, archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the excavation.

## **1.3 Location, topography and geology**

- 1.3.1 The proposed evaluation area is located within Hayes in the London Borough of Hillingdon. The Site is located 3km to the south west of Southall, 2.4km to the east of Drayton, 900m to the north of Harlington and 170m to the north of the M4. The Site is bound to the north by Pinkwell Lane, to the east by Dudley Place and Oakington Avenue, to the south by Sam Phillips Recreation Ground, and to the west by Pinkwell's Primary School.
- 1.3.2 Existing ground levels at the Site range between 28m aOD in the north western corner of the Site, to 26m aOD in the south eastern corner. The underlying geology is mapped as London Clay Formation, clay, silt and sand, with overlying superficial deposits of Langley Silt member clay and silt formed 2 million years ago in the Quaternary period (British Geology Survey online viewer). This is a complex deposit and was probably derived from wind-borne and water-bourne deposition in the Late Devensian.
- 1.3.3 The Site lies approximately mid-way between two south flowing rivers, the River Colne and the River Crane, both tributaries of the River Thames, and is located on the north side of the middle Thames Valley. The middle Thames valley comprises a series of broad flat gravel terraces stepping down gently from the north to south, generally referred to as the Heathrow Terrace.

## **2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

### **2.1 Introduction**

- 2.1.1 A summary of the archaeological and historic background of the Site is presented below, with relevant entry numbers from the Greater London Historic Environment Record (GLHER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

### **2.2 Previous investigations related to the development**

#### *Archaeological Evaluation (2021)*

- 2.2.1 An 11 trench evaluation was undertaken in late August/early September 2021 (Wessex Archaeology Forthcoming) within the site. The evaluation identified a total of 16 archaeological features comprising pits and ditches spread across the site. The features were largely undated with the exception of a ditch near the northern boundary of the site, in Trench 3, which was dated to the Bronze Age, and a shallow pit in the southeast part of the site which was tentatively dated to the Bronze Age although this may in fact be geological in origin and the finds residual in nature. Late Prehistoric, Romano-British, medieval and

post-medieval material was recovered from the other features, but all in such low quantities they are considered to be residual, along with small quantities of flint, burnt flint, CBM, fired clay and a clay pipe stem fragment.

## 2.3 Archaeological and historical context

### *Prehistoric*

- 2.3.1 A number of lower and middle Palaeolithic artefacts have been recorded in the wider area as part of The English Rivers Palaeolithic Survey (TERPS), from the Lynch Hill Gravels located further north of the Site. A smaller number have been recovered from the Taplow terrace deposits. Evidence for late Palaeolithic material was found approximately 8km to the north west at Uxbridge on the Colne valley silts which recorded in situ flint scatters and animal bones.
- 2.3.2 Two Mesolithic Microliths and other pieces of worked flint were found during excavations at the RMC land, Victoria Lane, Harlington. Other prehistoric implements were found to the west of the Site north of the M4. In situ Mesolithic finds are recorded mainly in association with river valley silts, and it is likely that there are locations of Mesolithic occupation along valleys of the Colne and the Crane.
- 2.3.3 In the surrounding area the Neolithic period is well represented, in particular the timber long-houses at Kingsmead Quarry, Horton and various pit and midden deposits from sites along the adjacent stretch of the River Thames (Eton Rowing Course and Cannon Hill, Maidenhead). During the Neolithic a number of substantial monuments were constructed in this part of the Middle Thames Valley, identifying this area as a major centre of ceremonial and ritual activity. Causewayed enclosures are known within the surrounding area at Yeoveney Lodge, Staines, and another possible example at East Bedfont, and two others at Eton. A u-shaped enclosure and an oval barrow are known from the Colne Valley terraces and a small penannular ditched enclosure is known from Shepperton. The Stanwell bank barrow extends for a distance of 3.5km along the east side of the Colne Valley. At Perry Oak this was shown to post-date an earlier avenue of timber posts (Wessex Archaeology 2015).
- 2.3.4 Neolithic settlement was found during excavations approximately 800m to the south of the Site at the ICSG site, which suggested occasional and shortlived occupation. In addition, the excavation also encountered early to Neolithic monuments in the form of a rectangular monument comprised of a rectangular ditched enclosure and three circular monuments arranged in a north south line across the Site. The most southerly was a double ring ditch with central cremation burial with additional burials within the ditches. In addition, 76 Neolithic pits were recorded at the RMC site immediately to the south of the M4 (approximately 200m to the south of the Site) and another 23 further south at the ICSG site. A single late Neolithic pit was recorded at the RMC land (Wessex Archaeology 2015).
- 2.3.5 Early Bronze Age remains were found at Holloway Lane, Harmondsworth which recorded a large pit containing the dismembered body of an auroch (wild ox) with six barbed and tanged arrowheads. A number of cropmarks in the area are thought to be ring ditches and could represent Bronze Age round barrows. A collection of possible ring ditches running east from the south end of the Stanwell bank barrow maybe an Early Bronze Age barrow cemetery.
- 2.3.6 Excavations within the A4/M4 corridor have revealed evidence for the Middle Bronze Age including pits, postholes containing assemblages of domestic material, and field boundaries interpreted as enclosures for livestock, as well as a number of urned cremations. An

unurned cremation burial of early Bronze Age date was found at the ICSG site. The Late Bronze Age saw consolidation of the settlement of the area characterised by undefended settlements comprising huts and field systems. Investigations at the RMC and ICSG land to the south of the Site showed the organisation of the agricultural landscape in the late prehistoric period, through the layout of extensive field systems (Wessex Archaeology 2015).

- 2.3.7 This arrangement of settlement continued into the Iron Age. Caesars Camp was an earthwork surveyed in 1723 at what is now Heathrow Airport. This was excavated in the 1940s and revealed a defended enclosure and at least 11 roundhouses. Extensive Iron Age settlement has been recorded in the area at Perry Oaks, Terminal 5 and Heathrow with continuing occupation throughout the middle and late Iron Age. Excavations at the ICSG site revealed evidence for a small, nucleated settlement including a square ditched enclosure, roundhouse, ditches, pits and an inhumation burial (Wessex Archaeology 2015).

#### *Romano-British*

- 2.3.8 Shortly after the Roman conquest of Britain a settlement was established at London known as *Londinium*, at the location of the modern City of London with a river crossing to northern Southwark (MOLA 2011). Roman roads radiated from the roman centre to roman towns across Britain. Principal roads to the west of London led to Silchester, Bath and Exeter. Away from the main towns, semi-urban roadside settlements were developed, and examples have been discovered at Staines and Brentford, which were situated by the Thames and close to important river crossings. The hinterland surrounding roman London was characterised by small scale rural settlements and farmsteads, many of which were a continuation of the undefended settlements of the Iron Age.
- 2.3.9 Roman settlement in the area appears to be concentrated in the 1<sup>st</sup>-early 2<sup>nd</sup> centuries or the 3<sup>rd</sup> and 4<sup>th</sup> centuries which perhaps reflects the general economic decline in the 2<sup>nd</sup> and early 3<sup>rd</sup> centuries. A pair of Romano-British corn driers and a timber lined well were found to the south of the Site at Sipson Lane at Wall Garden Farm. A Romano British trackway with trackside enclosures was discovered at ICSG land thought to have been a continuation from the Late Iron Age layout.

#### *Anglo-Saxon and Medieval*

- 2.3.10 Saxon settlement centres are known to have existed at Sipson and at Harmondsworth, where archaeological evidence has shown structural evidence of this period, however burial evidence has been scarce from the area. Harlington was mentioned in a 9<sup>th</sup> century character as *Hygeredington* and in the 1086 Domesday survey as *Herdington*.
- 2.3.11 A number of sunken-featured buildings and associated agricultural activity were found at Prospect Park, Harmondsworth, and it is likely that the mid Saxon settlement formed the origins of the late manor. At the ICSG and RMC land sites evidence for the Anglo-Saxon period was discovered comprising traces of settlement including pits and possible sunken featured buildings adding to the evidence of a pattern of dispersed and shifting settlement along the east side of the Colne valley. At least 3 but possibly 5 inhumation burials dating to the 6<sup>th</sup> century were recovered at the RMC site. A large late Saxon field system was laid out in the northern part of the RMC land (Wessex Archaeology 2015).
- 2.3.12 Harlington, Harmondsworth and Sipson were small nucleated villages by the medieval period situated on the roads leading west from London. Manors are known from both Harlington and Harmondsworth.

- 2.3.13 A medieval moated site was located to the south of the Site under the existing M4. This was fed by the watercourse Frogs Ditch which exists within Sam Philips Recreation Ground to the south of the Site. It comprised a homestead moat with an entry on the east side into a larger outer moat butting onto St Pauls Close and Dawley Road. Located opposite the moated site was another moated site which was later replaced by Dawley Manor Farm. It was originally a 13<sup>th</sup> or 14<sup>th</sup> century moated site. A 16<sup>th</sup> century farmhouse with a 17<sup>th</sup> century rear wing, as well as two 16<sup>th</sup> century barns were demolished in 1962 to make way for the M4.

#### *Post-medieval to Modern*

- 2.3.14 The Site and the surrounding area remained part of the rural hinterland surrounding London throughout the post-medieval period with little change to the pattern of settlement or agricultural land-use. The area became subject to parliamentary enclosure in the early 19<sup>th</sup> century. The area continued to be predominantly rural and escaped the urbanisation of a large part of the hinterland of London throughout the Victoria period.
- 2.3.15 The 1<sup>st</sup> edition Ordnance Survey map of 1866 shows the Site to be occupied by agricultural fields bisected by a single field boundary aligned north-south and located to the south of Pinkwell Lane. Further south, the remains of the moat which surrounded the moated manor, and Dawley Manor Farm can be seen. By the 1930s the Site was still undeveloped but by this point was used as allotment gardens. To the east of the Site a small school building had been constructed. By the 1960s the Site was still used as allotment gardens with the south eastern part of the Site used as playing fields by the school located outside of the Site to the north. It was only with the growth of post- WWII housing, the construction of Heathrow Airport and extraction activities that the area was widely developed.

### **3 AIMS AND OBJECTIVES**

#### **3.1 Aims**

- 3.1.1 The aims (or purpose) of the excavation, as defined in the *CIfA Standard and guidance for archaeological excavation* (CIfA 2014a), are to:
- examine the archaeological resource within a given area or site within a framework of defined research objectives;
  - seek a better understanding of the resource;
  - compile a lasting record of the resource; and
  - analyse and interpret the results of the excavation, and disseminate them.

#### **3.2 Research objectives**

- 3.2.1 Following consideration of the archaeological potential of the site and the regional research framework (MOLA 2002), the research objectives of the excavation are to:
- Expand upon the results of the archaeological evaluation;
  - Identify excavate and record features dating to the prehistoric period, in particular to identify any relationship with other early prehistoric remains recorded within the area;
  - Identify excavate and record features of Roman date, in particular defining the relationship between the landscape, rivers and settlement and to understand if the transition from pre-roman Iron Age to Roman Britain was more about change or continuity;

- Identify, excavate and record features of medieval to modern date.

## **4 FIELDWORK METHODS**

### **4.1 Introduction**

- 4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2014a, 11).
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the GLAAS Archaeological Advisor and the client prior to being implemented.
- 4.1.3 The excavation will comprise the excavation, investigation and recording of two areas measuring a combined c.0.5ha (**Fig. 1**). The excavation area is defined by the footprint of the 'Teaching Building and Sports Building' footprints.
- 4.1.4 The archaeological work will be undertaken under the same Museum of London site code issued for the previous evaluation (HAO21).

### **4.2 Setting out of the excavation areas**

- 4.2.1 The excavation areas will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in **Figure 1**. Minor adjustments to the layout may be required to take account of any on-site constraints such as vegetation or located services, and to allow for machine manoeuvring. The locations of excavated areas will be tied into the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.

### **4.3 Service location and other constraints**

- 4.3.1 The client will be responsible for all utility identification and protection during the works and any ecological, environmental or other constraints.

### **4.4 Excavation methods**

- 4.4.1 The excavation area will be excavated using a 360° tracked excavator (or similar) equipped with a toothless bucket. Machine excavation will be under the constant supervision and direction of the monitoring archaeologist and will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the surfaces of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the excavation. The following minimum sampling levels are proposed:
- 50% of all discrete archaeological features (eg, pits, post holes);
  - 50% of all structural features (eg, ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);

- 50–100% of features and deposits associated with specific domestic and/or industrial activities (eg, hearths, ovens, kilns);
- 100% of all inhumation and cremation burials, and other cremation-related deposits; and
- 10–20% of all linear features (eg, ditches, gullies), including all terminals and feature intersections.

4.4.3 If the sampling levels outlined above are not proportionate to the significance of the archaeological remains identified, the scope of works will be reassessed in consultation with the GLAAS Archaeological Advisor, with up to 100% of individual features or deposits being excavated as required.

4.4.4 Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.

4.4.5 If human remains are uncovered, the specific methods outlined below (section 4.9) will be followed.

4.4.6 Consideration will be given to the use of accredited local metal detector operators, subject to written agreement regarding disclosure, surrender and ownership of finds not falling under the *Treasure Act 1996*.

#### **4.5 Recording**

4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.

4.5.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid.

4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record the detail and the general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

#### **4.6 Survey**

4.6.1 The real time kinematic (RTK) survey of all excavated areas and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.

#### **4.7 Monitoring**

4.7.1 Wessex Archaeology will inform the GLAAS Archaeological Advisor of the start of the excavation and its progress. Reasonable access will be arranged for the GLAAS Archaeological Advisor to make site visits to inspect and monitor the progress of the excavation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the GLAAS Archaeological Advisor.

#### **4.8 Reinstatement**

- 4.8.1 The excavation of the areas will be completed in stages and once signed off to the satisfaction of the client and GLAAS; the piling mat will be immediately installed. This is to ensure there is no impact from any wet weather on the underling ground.

#### **4.9 Finds**

##### *General*

- 4.9.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

##### *Human remains*

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice Licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Should human remains require removal, all excavation and post-excavation will be in accordance with Wessex Archaeology protocols, and in-line with current guidance documents (eg, McKinley 2013) and the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.4 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

##### *Treasure*

- 4.9.5 Wessex Archaeology will immediately notify the client and the GLAAS Archaeological Advisor on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the *Treasure Act* (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

#### **4.10 Environmental sampling**

##### *Introduction*

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).

##### *Site-specific sampling strategy*

- 4.10.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to effectively target both archaeological and landscape features in order to address the aims and objectives of the project, if appropriate with reference to local or regional research agendas. Any change in strategy will be agreed with the GLAAS Archaeological Advisor.

### *Sampling methods*

- 4.10.3 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (eg, pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.10.4 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the GLAAS Archaeological Advisor as appropriate. Specialist guidance will be provided by a member Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.5 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

## **5 POST-EXCAVATION METHODS AND REPORTING**

### **5.1 Stratigraphic evidence**

- 5.1.1 Initially, the archive will be consolidated: all written and drawn records from the excavation will be collated, checked for consistency and stratigraphic relationships. Context data will then be entered into a database, which can be updated during any future analyses. A stratigraphic assessment of the context data will be made, this will involve:
- a review of context and stratigraphic groups;
  - preliminary phasing of the site based on recorded stratigraphic relationships, pottery spot-dates and any other relevant information;
  - the identification of any problems with stratigraphic interpretation (due to truncation, redeposition, residuality etc.), and problems with phasing (due to low level of finds etc.);
  - the identification of site drawings to be digitised;
  - the suggestion of possible contexts for radiocarbon or other scientific dating; and
  - a quantification of features.

### **5.2 Finds evidence**

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the excavation. The report will include a table of finds by period and/or feature group. Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation

needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.

- 5.2.3 Artefacts and other finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).

### **5.3 Environmental evidence**

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 5.3.4 Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.

### **5.4 Reporting**

#### *General*

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft excavation report will be submitted for approval to the client and the GLAAS Archaeological Advisor, for comment. Once approved, a final version will be submitted.
- 5.4.2 The report will include the following elements:
- Non-technical summary;
  - Project background;
  - Archaeological and historical context;
  - Aims and objectives;
  - Methods;
  - Results – stratigraphic, finds and environmental;
  - Statement of potential (if applicable) – of the stratigraphic, finds and environmental data – the extent to which the archive might be able to meet the original aims and research objectives of the project;

- Updated Project Design (if applicable), including summary of recommendations for any further analyses and updated project aims, with proposals for any publication (including a task list scheduling the personnel and resources required for analyses);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.4.3 A copy of the final post-excavation assessment report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to the excavation.

#### OASIS

5.4.4 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

## 6 ARCHIVE STORAGE AND CURATION

### 6.1 Museum

6.1.1 It is recommended that the project archive resulting from the excavation be deposited with Museum of London. Provision has been made for the cost of long-term storage in the post-fieldwork costs. The museum has been notified of the project, prior to fieldwork commencing, and an accession number has been obtained (HAO21).

### 6.2 Transfer of title

6.2.1 On completion of the excavation, every effort will be made to persuade the legal owner of any finds recovered (ie, the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

### 6.3 Preparation of archive

#### *Physical archive*

6.3.1 The physical archive, which may include paper records, graphics, artefacts, and ecofacts, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Museum of London, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

#### *Digital archive*

6.3.2 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata. Full details of the collection, documentation, storage and selection of digital data are included in the project Document Management Plan (DMP), available on request.

## **6.4 Selection strategy**

- 6.4.1 It is widely accepted that not all the records and materials (artefacts and ecofacts) collected or created during the course of an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, ie the retained archive should fulfil the requirements of both future researchers and the receiving Museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's internal specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 In this instance decisions on selection will be deferred until after the fieldwork stage, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

## **6.5 Security copy**

- 6.5.1 In line with current best practice (eg, Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

## **7 COPYRIGHT**

### **7.1 Archive and report copyright**

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.
- 7.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

### **7.2 Third party data copyright**

- 7.2.1 This document, the post-excavation assessment report and the project archive may contain material that is non-Wessex Archaeology copyright (eg, Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

## **8 WESSEX ARCHAEOLOGY PROCEDURES**

### **8.1 External quality standards**

- 8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice and will normally be members of the CIfA.

### **8.2 Personnel**

- 8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager will be involved in all phases of the investigation through to its completion.

- 8.2.2 The following key staff are proposed:

- Project Manager Rob De'Athe
- Fieldwork Director TBC

- 8.2.3 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in the Appendix.

- 8.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

### **8.3 Internal quality standards**

- 8.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

- 8.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.



- 8.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

#### **8.4 Health and safety**

- 8.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999*; and all other applicable health and safety legislation.
- 8.4.2 Wessex Archaeology has a fully compliant health and safety management system that has year on year satisfied the criteria for SSIP certification (Safety Schemes in Procurement). SSIP itself is aligned with PAS91.
- 8.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.
- 8.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 8.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).

#### **8.5 Insurance**

- 8.5.1 Wessex Archaeology holds Employers Liability (£10,000,000), Public Liability (£5,000,000) and Professional Indemnity (£5,000,000) policies.

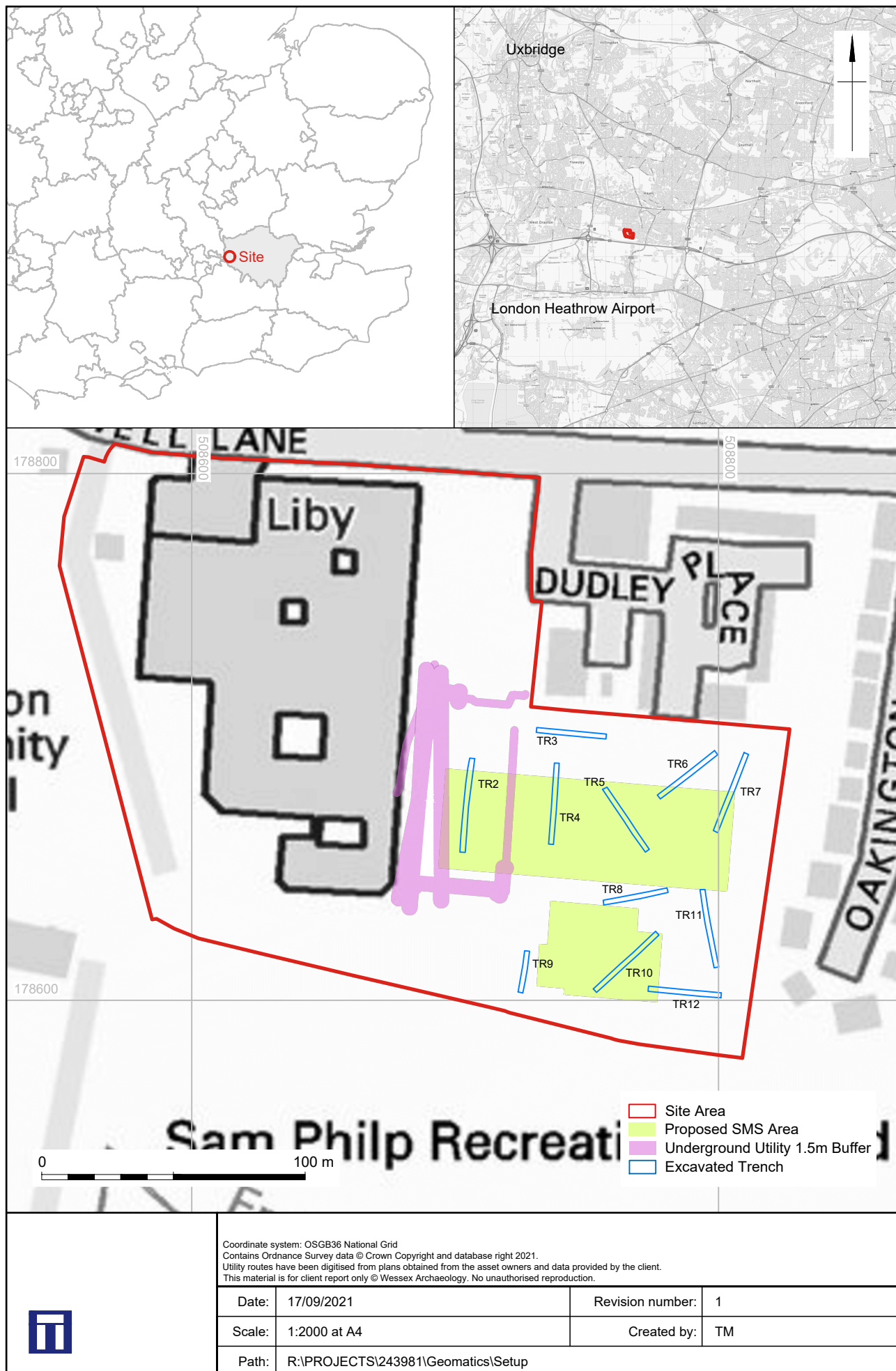
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## APPENDICES

### Appendix 1 Finds and environmental specialists

| Name                    | Qualifications         | Specialism                                                                                                                                                                               |
|-------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sander Aerts            | BA, MSc                | Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)                                                                                        |
| Phil Andrews            | BSc; FSA; MCIfA        | Slag and metal working debris                                                                                                                                                            |
| Ceridwen Boston         | BSocSc; MA; MSc; DPhil | Osteoarchaeology; funerary archaeology                                                                                                                                                   |
| Elina Brook             | BA; MA; PCIfA          | Later prehistoric and Romano-British pottery, and small finds                                                                                                                            |
| Alex Brown              | BA; MSc; PhD           | Geoarchaeology, palynology                                                                                                                                                               |
| Kirsten Egging Dinwiddy | BA; MA; MCIfA          | Human remains (inhumations)                                                                                                                                                              |
| Erica Gittins           | BA; MA; PhD            | Prehistoric flint                                                                                                                                                                        |
| Phil Harding            | PhD                    | Prehistoric flint, particularly Palaeolithic flint                                                                                                                                       |
| Lorrain Higbee          | BSc; MSc; MCIfA        | Animal bone                                                                                                                                                                              |
| Grace Jones             | BA; MA; PhD; MCIfA     | Prehistoric and Roman pottery, ceramic building material, fired clay, and small finds                                                                                                    |
| Matt Leivers            | BA; PhD; ACIfA         | Prehistoric pottery and flint                                                                                                                                                            |
| Inés López-Dóriga       | BA; MA; PhD            | Archaeobotanical remains                                                                                                                                                                 |
| Erica Macey-Bracken     | BA; ACIfA              | Post-medieval finds, ceramic building material and worked wood                                                                                                                           |
| Katie Marsden           | BSc                    | Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone           |
| Jacqueline McKinley     | BTech; FSA             | Human remains (inhumations and cremations)                                                                                                                                               |
| Lorraine Mephram        | BA; MCIfA              | Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman; ceramic building material; clay tobacco pipe; glass of Saxon or later date; small finds |
| Nicki Mulhall           |                        | Geoarchaeology and archaeobotanical remains                                                                                                                                              |
| David Norcott           | BA; MSc; MCIfA         | Geoarchaeology                                                                                                                                                                           |
| Richard Payne           | BSc; MSc; MPhil        | Geoarchaeology                                                                                                                                                                           |
| Holly Rodgers           | BA; MSc                | Geoarchaeology                                                                                                                                                                           |
| Emma Robertson          | BA; MSc                | Human remains (inhumations)                                                                                                                                                              |
| Megan Scantlebury       | BA, MSc                | Archaeobotanical remains                                                                                                                                                                 |
| Rachael Seager Smith    | BA; MCIfA              | Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster                             |
| Andrew Shaw             | BA; MA; PhD            | Palaeolithic lithic artefacts and Pleistocene geoarchaeology                                                                                                                             |
| Amy Thorp               | BA; MA                 | Pottery with emphasis on Roman ceramics, small finds                                                                                                                                     |
| Ed Treasure             | BSc; MRes; PhD         | Archaeobotanical remains, including plant remains and charcoal/wood                                                                                                                      |



Site Location and Proposed Works

Figure 1



Wessex Archaeology Ltd registered office Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB  
Tel: 01722 326867 Fax: 01722 337562 info@wessexarch.co.uk www.wessexarch.co.uk



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