



# Bishops Mill, The Maltings Salisbury, Wiltshire

Written Scheme of Investigation for  
Historic Building Recording and Archaeological Watching Brief

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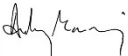
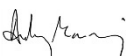
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# Bishops Mill, The Maltings, Salisbury, Wiltshire

## Written Scheme of Investigation for Historic Building Recording and Archaeological Watching Brief

### 1 INTRODUCTION

#### 1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Greene King PLC (hereafter 'the Client'), to produce a written scheme of investigation (WSI) for a programme of historic building recording and an archaeological watching brief at the Grade II Listed Bishops Mill, The Maltings, Salisbury, Wiltshire, SP1 1BD, centred on National Grid Reference (NGR) 414238 130004 (**Figure 1**).

1.1.2 Conditional planning permission and listed building consent (LBC) (ref: 18/11022/FUL and 18/11364/LBC) have been granted by Wiltshire Council (WC) for alterations to the existing pub garden to refurbish the patio and terraced areas with associated furniture and including a glazed pergola. Refurbishment of the existing pub includes new entrance doors and the removal of a staircase to mezzanine level.

1.1.3 Condition 4 of the LBC states:

*No development shall commence within the area of the proposed external paving until: a written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and the approved programme of archaeological work has been carried out in accordance with the approved details.*

*Reason: To enable the recording of any matters of archaeological interest.*

1.1.4 Advice from Martin Brown, Assistant County Archaeologist at Wiltshire Council Archaeology Service (WCAS), who advises the Local planning Authority, has recommended that the recording and archaeological works should included the following:

*Level 1 recording of the interior and exterior of the building, prior to development, so that change may be documented' and*

*Archaeological monitoring of groundworks, to be undertaken during construction, so that any archaeological deposits affected by the development may be adequately recorded.*

#### 1.2 Scope of document

1.2.1 This WSI sets out the aims of the historic building recording and watching brief, and the methodologies and standards that will be employed by Wessex Archaeology in order to undertake the archaeological work. It conforms to current best practice (Historic England 2016) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological investigation and recording of standing buildings or structures* (CIfA 2014a), *Standard and guidance for an archaeological watching brief* (CIfA 2014b) as well as to the



guidance outlined in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a).

- 1.2.2 This document will be submitted for approval by the WCAS prior to the commencement of any works.

### 1.3 Site location

- 1.3.1 The Bishops Mill is situated on an island of the River Avon in the centre of Salisbury, approximately 35 m to the north of Bridge Street and to the immediate south of the Maltings Shopping Centre within the Salisbury Conservation Area (**Figure 1**). The site is centred on NGR 414238 130004 and is situated at a height of approximately 49 m aOD.

- 1.3.2 The Site lies within close proximity of the River Avon and the geology of the site is alluvium, Clay, Sand And Gravel which are fluvial in origin and which overly chalk bedrock deposits from the Newhaven Chalk Formation (British Geological Survey website).

- 1.3.3 The listing description of the building reads:

*“Former C18 water mill with later C19 and modern extension. Front facing the bridge and Bridge Street qv, with mill pond in front: the left hand part C19, flint and stone dressings 2 gable end stone mullioned and transomed tall windows. Brick buttresses. Right hand C18 part built over mill stream: 3 storeys red brick with small irregular wood casements. Old tile roof half hipped to left. Later extensions to rear and 2 storey red brick range towards St Thomas’s Square proper. Picturesque.”*

## 2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

### 2.1 Bishops Mills

- 2.1.1 The earliest known lease for the property was made in 1504, when the mills, described as four water mills called the Bishops Mills, were let for 31 years at a rent of £30. In 1548 the city secured a lease of the mills for 83 years at the same rent, and the assembly subsequently ordered all common bakers to grind their corn at them. The mills were let to subtenants during the city’s term; in 1562 a renewal of the tenancy of John Westbrook included an increase of rent for a tucking mill which he had built at his own cost and was maintaining. When the city lease expired, a new lease for 3 lives was made in 1632 to William Davenant of Leicester, no doubt a member of Bishops Davenant’s family, and renewed in 1663 to John Davenant of the Close (VCH 1962).

- 2.1.2 In the 18th century, the mills were housed in two buildings, the grist mill on the main stream above Fisherton Bridge and the tucking mill slightly to the north on a channel leading from the main stream into the western stream. In 1740 the grist mill was valued at £60 a year and the tucking mill £20 a year (Ibid).

- 2.1.3 Much of the current building was constructed around 1756 (Coe 2008). The latter mill fell out of use with the decline of the Salisbury clothing trade, it was still standing in 1860, but was probably pulled down in or before 1874, when the city constructed a swimming pool nearby. For some years before 1865 the upper part of the grist mill was used for the manufacture of tobacco and snuff, while flour was still ground below. The oldest part of the building, towards the east, is of brick, and dates from the 18th century; to the west an extension of brick and flint with lancet windows was made in the 19th century (VCH 1962).



## **2.2 Electricity station**

- 2.2.1 A comprehensive history of the late 19th and 20th century development of the building is compiled in the historical monograph 'Salisbury Electric Light & Supply Company (Monograph 19)' by Derek Coe of the South Wiltshire Industrial Archaeology Society (Coe 2008). A selection is reproduced below.
- 2.2.2 By the 1890s thoughts of a local means of providing a source of electric power were being considered in many parts of the country. In Salisbury a group of gentlemen got together in 1894 and, with advice from a local architect and surveyor, took an option on the Town Mill, as a site for the electricity generating station. The building was taken over by the Salisbury Electric Light & Supply Company and became their generating station with a flint-walled and ashlar extension with mullioned and stone transomed windows was added.
- 2.2.3 The former mill site was an ideal selection, its advantages were that it was over a source of water power, the River Avon, there was a railway station and coal yard within a reasonable distance, it was as near the centre of the town as possible and it was almost directly opposite the Salisbury Infirmary which could have been considered a promising customer for at least electric lighting. Fisherton Street was a thriving and vibrant area with many trades and shops, the town centre was in the reach of the supply cables.
- 2.2.4 The first task was to clear the mill building for the work to commence. The architect specified fireproof materials, the roof being iron, glass and tiles and the walls were set with flint. The second and third floors were prepared to hold the banks of batteries or accumulators. The top floor was not used initially. The chimney stack was supplied by John Thompson of Peterborough. It was made of steel and measured 6 feet (1.83 m) in diameter and 100 feet (30.48 m) high. At the eastern end of the site a two-storey building was erected, to be used as office and showroom upstairs, with a workshop and stores on the ground floor. A new engine room was built to hold the water turbine, engines, dynamos and electrical control panels. The boiler house was built at right angles to the engine room leaving a room intended to hold condensers. At the rear of the buildings, an area was set aside for storage of coal and ashes. It is not clear where access was made to the site to get the coal in and the ashes out. There was a railway siding at the rear, but this was not used until a later date, the coal being brought by horse and cart from the railway yard on a daily basis. The intention was to draw water from the river for use as cooling water and as boiler feed water. A foundation base was laid for the water turbine.
- 2.2.5 Electricity was generated in the building from 1898 to 1970, during which time the equipment was updated and replaced several times. After several years of abandonment the building was modified and became part of the Maltings shopping centre and has housed licenced premises (known as 'The Mill') and shops since 1986.

## **2.3 Early 21st century**

- 2.3.1 In March 2018, The Mill was visited by the former Russian spy Sergei Skripal and his daughter, Yulia, prior to their collapse near the Maltings shopping centre. Traces of the nerve agent 'Novichok' were found within the building (BBC website). Since this time the building has remained closed. Following an intensive cleaning programme (complete) and programme of redevelopment (forthcoming), it plans to reopen in 2019.



### **3 AIMS AND OBJECTIVES**

#### **3.1 Aims – Historic Building Recording**

3.1.1 The aims or purpose of the Level 1 historic building record, in line with the ClfA' *Standard and guidance for archaeological investigation and recording of standing buildings or structures* (ClfA 2014a) and Historic England's *Understanding Historic England: a guide to good practice* (Historic England 2016), are to:

- Provide a visual record of the building
- Supplemented by the minimum of information needed to identify the buildings location, age and type

#### **3.2 Objectives**

3.2.1 The aims will be achieved by making a basic visual record of the Bishops Mill, commensurate with the requirements of a Historic England Level 1 record.

3.2.2 The recorded data from the building record will be made publically available via the resulting report (and if warranted publication) and the project archive.

#### **3.3 Aims – Archaeological watching brief**

3.3.1 At the time of the planning application, the initial plans proposed formal terracing of the beer garden, which is situated to the south of the building. Although no detailed plans or levels were available, there was the potential for an impact on any buried archaeological remains. Accordingly, on the advice of WCAS, an archaeological condition was placed on the groundworks within the patio and terrace areas for monitoring of any groundworks.

3.3.2 Recent amendments to the proposed plan have largely removed the proposed terracing and retains the current ground levels. However, much of the patio surface paving will be replaced, together with renovation of the existing access stairs and the addition of a new electric sign at the southern boundary of the garden, overlooking Bridge Street, which will require a small service connection with the main building.

3.3.3 The full extent and scope of the archaeological monitoring will be discussed and agreed with WCAS in advance of the works.

3.3.4 The aims (or purpose) of the watching brief, as defined in the ClfA' *Standard and guidance for an archaeological watching brief* (ClfA 2014b) are:

- To allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of the development or other works;
- To provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard; and
- To guide, not replace, any requirement for contingent excavation or preservation of possible deposits.





### **3.4 Objectives**

3.4.1 In order to achieve the above aims, the objectives of the watching brief are:

- To determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- To record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- To place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- To make available information about the archaeological resource on the site by preparing a report on the results of the watching brief.

## **4 HISTORIC BUILDING RECORDING METHODOLOGY**

### **4.1 Introduction**

4.1.1 A basic visual record will be made of the Bishops Mill, commensurate with the requirements of a Historic England Level 1 record (Historic England 2016). The specific methods that will be used to achieve this level of building record are outlined below.

### **4.2 Documentary research**

4.2.1 A basic search will be made of available written and on line sources to set the building within an historic and development context. No other documentary research will be undertaken.

### **4.3 Written record**

4.3.1 A brief written record will be made of the Bishops Mill, commensurate with the requirements of a Historic England Level 1 record (Historic England 2016), and will comprise:

- The building's location (NGR and address);
- Any statutory or non-statutory designations;
- The date of the record, the names of the recorders and, if an archive has been created, the location of the archive; and
- A summary statement describing the buildings type or purpose, historically and at present, its materials and possibly date(s) so far as they are apparent from a superficial inspection.

### **4.4 Photographic record**

4.4.1 A photographic record will be compiled of the Bishops Mill, based on the requirements for a Historic England Level 1 survey (Historic England 2016), and will comprise:

- A general view or views of the exterior of the building and;
- General views of the interior

4.4.2 The photographic record will comprise high-quality digital format taken with a Canon EOS 5D MkII or MkIII full frame digital camera (with minimum 21 megapixel capability). All photography will comply with Historic England guidance (Historic England 2015b and 2016).



4.4.3 The location and direction of photographic views will be recorded on copies of the survey plan (below) or marked on the 'as existing' floor plan (drawings provided by the client). Accompanying photographic registers will record, as a minimum, the direction of the view and a brief description of the subject and location.

4.4.4 The full photographic record, together with annotated plans and photographic registers, form part of the project archive. Selected images from the photographic record will be used to illustrate the report. The report figures will include plans showing the location of photographic plates used in the report.

#### **4.5 Survey and drawn record**

4.5.1 A drawn record will be made of the Bishops Mill, commensurate with the requirements of a Historic England Level 1 record (Historic England 2016), and will comprise:

- Measured and scaled floor plan (supplied by the client)

#### **4.6 Monitoring**

4.6.1 The ACAWC will be given a minimum of one working weeks' notice prior to the commencement of work, and will be given reasonable access to the site to monitor the historic building recording works, if requested.

### **5 ARCHAEOLOGICAL WATCHING BRIEF METHODOLOGY**

#### **5.1 Introduction**

5.1.1 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 WCAS and the client, prior to being implemented.

#### **5.2 Service location and other constraints**

5.2.1 The client and/or their principal contactor will be responsible for the identification and protection of any above- and below-ground services within the watching brief area/s. The client and/or their principal contactor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

#### **5.3 Watching brief methods**

5.3.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket, and will be constantly monitored by the watching archaeologist.

5.3.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.

5.3.3 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the aims of the watching brief. Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval. Artefacts and other finds will be collected and bagged by context.



5.3.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved watching brief WSI is insufficient, the watching archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and WCAS, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Senior Archaeologist at WCC.

5.3.1 If human remains are uncovered, the specific methods outlined below (section 4.7.2) will be followed.

## **5.4 Recording**

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

5.4.2 A complete drawn 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 Ordnance Survey (OS) National Grid. The Ordnance Datum (OD: Newlyn) heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings.

5.4.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site as a whole. 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.

## **5.5 Survey**

5.5.1 The real time kinematic (RTK) survey of all archaeological 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 OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.

5.5.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to either client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

## **5.6 Monitoring**

5.6.1 The WCAS will be given a minimum of one working weeks' notice prior to the commencement of work and will be given reasonable access to the site to monitor the works, if requested.

## **5.7 Finds**

### *General*

5.7.1 All archaeological finds from excavated contexts will be retained, although those from features of modern date (19th century or later) 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*

- 5.7.2 Any human remains (articulated or disarticulated, cremated or unburnt) discovered, will be left *in situ*, covered and protected. A Ministry of Justice licence will be obtained immediately by Wessex Archaeology, including where remains are to be left *in situ*. Following discussions with the client and WCAS, and with advice from Wessex Archaeology's osteoarchaeologist, the need for and appropriateness of their excavation/removal or sampling as part of the watching brief will be determined. Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the site in compliance with the terms of the Ministry of Justice licence.
- 5.7.3 Any excavation and post-excavation processing of human remains will be undertaken in accordance with Wessex Archaeology protocols, and in line with current guidance documents (eg, McKinley 2013) and ClfA standards (McKinley and Roberts 1993). Appropriate specialist guidance will be provided by Wessex Archaeology's osteoarchaeologist, with site visits undertaken if required. The final deposition of human remains, following analysis, will be in accordance with the terms of the Ministry of Justice licence.

#### *Treasure*

- 5.7.4 Wessex Archaeology will immediately notify the client and the Senior Archaeologist at DCC on discovery of any material covered, or potentially covered, by the *Treasure Act 1996* (as amended by *The Coroners and Justice Act 2009*). All information required by the *Treasure Act* (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

### **5.8 Environmental sampling**

- 5.8.1 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 2015).
- 5.8.2 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 or features. 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.
- 5.8.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Senior Archaeologist at DCC as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 5.8.4 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.
- 5.8.5 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.



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

### **6.1 Stratigraphic evidence**

- 6.1.1 All written and drawn records from the watching brief will be collated, checked for consistency and stratigraphic relationships. Key data will usually be transcribed into an Access database, which can be updated during any further analysis. The watching brief will be preliminary phased using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 6.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period and/or feature group as appropriate.

### **6.2 Finds evidence**

- 6.2.1 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 watching brief. The report will include a table of finds by feature/context.
- 6.2.2 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.
- 6.2.3 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 (2014c).

### **6.3 Environmental evidence**

- 6.3.1 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses, and discarded following final reporting (in accordance with the selection policy, section 6.4).
- 6.3.2 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 deposits, the sample will be artefact 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.
- 6.3.3 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

### **6.4 Reporting**

- 6.4.1 Following the completion of the recording work on site and the assessment of the data, a draft report will be submitted to the client and the ACAWC for comment, alterations. Following approval, a final version of the report will be issued (up to three hard copies and a single .pdf copy on CD will be sent to the client).
- 6.4.2 The report will include the following elements:



- A non-technical summary
- Site location (including plan) and NGR;
- Archaeological and historical background;
- The date(s) of the survey;
- The aims, and methods used;
- A description of the building/structures, commensurate with the requirements of a Level 1 record (Historic England 2016);
- Building floor plan(s) annotated with photographic views (showing the location of plates used to illustrate the report);
- Selected plates from the photographic record;
- Archive preparation and deposition arrangements;
- Other supporting illustrations (subject to appropriate permissions) and
- References.

6.4.3 A hard, bound copy of the final report will be supplied to the relevant Historic Environment Record (HER).

## 6.5 OASIS

6.5.1 An OASIS online record (<http://oasis.ac.uk/pages/wiki/Main>) 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 ArchSearch catalogue.

## 7 ARCHIVE STORAGE AND CURATION

### 7.1 Preparation and deposition of the archive

7.1.1 Arrangements will be made with Salisbury and South Wiltshire Museum for the deposition of the historic building record archive. An HER number will be acquired prior to works commencing. The digital record will be archived with the Archaeology Data Service (ADS) and conform to their deposition requirements (ADS 2013 and online guidance).

7.1.2 The project archive will be prepared to the appropriate nationally recommended standards (SMA 1995; Brown 2011; ClfA 2014c), and following any specific guidelines issued by Salisbury and South Wiltshire Museum.

7.1.3 The historic building archive will include:

- a hard copy of the report;
- Digital photos

### 7.2 Security copy

7.2.1 In line with current best practice (e.g. 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.



## 8 COPYRIGHT

### 8.1 Archive and report copyright

- 8.1.1 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*.
- 8.1.2 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.

### 8.2 Third party data copyright

- 8.2.1 This document, the historic building record 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.

## 9 WESSEX ARCHAEOLOGY PROCEDURES

### 9.1 External quality standards

- 9.1.1 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.

### 9.2 Personnel

- 9.2.1 The historic building recording will be directed and supervised by an experienced buildings archaeologist from Wessex Archaeology's core staff, who will be on site at all times for the length of fieldwork, as required. 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 site, as appropriate, to monitor progress and to ensure that the scope of works is adhered to. The appointed project manager and buildings archaeologists will be involved in all phases of the investigation through to its completion.

- 9.2.2 The following key staff are proposed:

- Senior Project Manager                      Andrew Manning BSc (Hons) MA, PGCE, MCIfA
- Project Manager                                Matt Rous BA (Hons), PGDip, ACIfA
- Senior Buildings Archaeologist        Bob Davis ACIfA
- Field Archaeologist                         TBC



9.2.3 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.

9.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (eg, annual leave, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

### **9.3 Internal quality standards**

9.3.1 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 9001:2008 – 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.

9.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project 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 performance is monitored in turn by the team leader or regional director.

9.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds and Analysis, GeoServices and IT sections provide additional assistance and advice.

9.3.4 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 in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

### **9.4 Health and Safety**

9.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.

9.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the evaluation. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal





Protective Equipment (PPE) requirements for working on the site, and any other specific additional requirements of the principal contractor.

- 9.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) or UK equivalent and have had UKATA Asbestos Awareness Training. Key staff also have qualifications in the use of CAT and Genny equipment and as banksmen/Plant Machinery Marshalls through the National Plant Operators Recognitions Scheme (NPORS).

## **9.5 Insurance**

- 9.5.1 Wessex Archaeology has both Public Liability (£10,000,000) and Professional Indemnity Insurance (£5,000,000).

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