



**SVEP, Airman's Corner
Winterbourne Stoke, Wiltshire**

**Written Scheme of Investigation for an
Archaeological Watching Brief**

Prepared for:

English Heritage Trust
Properties and Outreach Group
29 Queen Square
BRISTOL
BS1 4ND

Prepared by:

Wessex Archaeology
Portway House
Old Sarum Park
SALISBURY
Wiltshire
SP4 6EB

www.wessexarch.co.uk

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Written Scheme of Investigation for an Archaeological Watching Brief

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Figure 1 Proposed development and watch brief area



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Written Scheme of Investigation for an Archaeological Watching Brief

1 INTRODUCTION

1.1 Project background

- 1.1.1 This document has been prepared by Wessex Archaeology on behalf of the English Heritage Trust and presents a Written Scheme of Investigation (WSI) for an archaeological Watching Brief during initial groundworks on land at Airman's Corner, Winterbourne Stoke, Wiltshire ('the Site'), centred on National Grid Reference (NGR) 409950 143000.
- 1.1.2 A previous geophysical survey (Wessex Archaeology 2009a) has been undertaken within the Site in relation to the Stonehenge Environmental Improvements Project (SEIP), and a subsequent archaeological evaluation (Wessex Archaeology 2012 and 2015) was completed to the immediate south and most recently within the Site itself.
- 1.1.3 As part of the SVEP (Stonehenge Visitor Enhancement Project), a planning application (14/12106/FUL) was submitted to Wiltshire Council for the extension to the existing coach park at the Site. Consultation with the Archaeological Working Group (AWG), comprising representatives of Wiltshire Council Archaeology Service, Historic England, English Heritage Trust and The National Trust, has established that an archaeological field evaluation was required, which was carried out in January 2015, to inform the planning application.
- 1.1.4 In early April 2015, full planning permission was granted with the following archaeological condition:

(Condition 2)

No development shall commence within the area indicated (proposed development site) 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.

Further Recommendations: The work should be conducted by a professionally recognised archaeological contractor in accordance with a written scheme of investigation approved by this office and there will be a financial implication for the applicant.



1.2 Scope of document

1.2.1 This WSI conforms with current best practice and to the guidance outlined in *Management of Research Projects in the Historic Environment* (MoRPHE, English Heritage 2006) and the Chartered Institute for Archaeologists' *Standards and Guidance for an Archaeological Watching Brief* (ClfA 2014a).

1.2.2 The works associated with the SEIP followed the strategy and methodologies set out in the SEIP Evaluation Strategy (Wessex Archaeology 2009b), and that same general approach to the fieldwork has been used to formulate this fieldwork. In summary, the strategy considered three principal areas of archaeological interest, comprising:

- the artefact content within the topsoil as an indicator of past activity;
- the presence or absence of buried archaeological remains; and
- the geo-archaeological potential.

1.2.3 All survey work will be undertaken in accordance with the *Construction Principles* (Archaeology) as set out in Appendix D of the Updated Planning Statement (Chris Blandford Associates 2014).

1.3 Site location, geology and topography

1.3.1 The Site is located at Airman's Corner at NGR 409950 143000, and comprises land to the north-east of the existing roundabout, linking the A360, B3086 and the existing Stonehenge visitor facilities (**Figure 1**). The Site lies within the Stonehenge WHS boundary.

1.3.2 The Site slopes generally from a high of 103m above Ordnance Datum (aOD) in the north-east to a low point of 98m aOD in the south of the area, and forms the northern edge of a dry valley or coombe extending through the existing Stonehenge visitor facilities to the south. Current land use comprises an area of arable farmland.

1.3.3 The underlying geology is Upper Chalk (BGS Sheet 298).

1.4 Development proposals and impact

1.4.1 The development proposes the construction of an extension to the existing coach parking facilities, and will comprise an additional 26 coach parking bays, each measuring 15m x 4m and vehicle and pedestrian access. In addition, works will also involve the provision of a surface water drainage system and a new petrol interceptor and soakaway (**Figure 1**).

1.4.2 The construction works will be undertaken under a Construction Environmental Management Plan (CEMP), which will set out the accountabilities, responsibilities and procedures for the effective protection of the environment, including archaeology, during construction (Chris Blandford Associates 2014; Appendix D: Construction Principles).

1.4.3 The current proposals indicate the coach park will be formed above existing levels with the existing topsoil retained *in situ* beneath a geo-textile membrane, with the exception of the northern coach circulation road, coach parking bays in the east of the Site and coach turning circle to the south of the coach parking bays. In these areas, topsoil will be removed by machine to a depth of 150mm, and levels raised using a base of inter-locking geogrid and gravel and paving.



- 1.4.4 The surface water drainage system, which runs along the southern edge of the watching brief area and through the coach area and southern edge of the access road will be between 0.30m-0.15m in diameter and between 1.0m-0.50m in depth.
- 1.4.5 The new petrol interceptor, soakaway and access manhole will be excavated to a maximum depth of 1.5m.
- 1.4.6 Works will also include a contractor's temporary compound, which will be constructed on top of existing topsoil. The compound will be situated immediately north of the main access road, outside the watching brief area.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 This section summarises the archaeological resource in and around the Site.

2.2 Archaeological appraisal

- 2.2.1 The archaeological potential of the Site was considered in a desk-based assessment (DBA) produced by the then English Heritage to inform option selection (Leary, June 2008) associated with the original SEIP proposals. The DBA considered five sites within and in close proximity to the Stonehenge WHS. The results of the DBA in respect to the Airman's Corner site (Area Y) are summarised below.
- 2.2.2 There are no Scheduled Monuments within the Site, however, its location on the western periphery of the WHS and its proximity to major barrow groups to the north-east and south-east indicate a high potential for prehistoric activity.
- 2.2.3 The only Bronze Age activity recorded within Area Y was an isolated round barrow (SMR No. SU04SE633) seen as a mound and mapped from aerial photographs. Two ring ditches and an amorphous feature, and three circular features are visible as cropmarks on aerial photographs to the south of the previously evaluated area. These were originally recorded as probable ring ditches and attributed to the Bronze Age, but are almost certainly fungus rings.
- 2.2.4 A substantial field system (SMR No. SU04SE682) covers an area of 65 hectares on Winterbourne Stoke Down to the west of the Site, although in the vicinity of the Site it is now mostly destroyed by ploughing. The field system is thought to be later prehistoric in date, though possibly related to Romano-British settlements to the west (SMR Nos. SU04SE686 and SU04SE685) suggesting that at least some phases may be later in date. A linear ditch (SMR No. SU14SW956) recorded to the west of the Site as a cropmark mapped from aerial photography is probably associated with this field system. A further (largely flattened) field system (SMR No. SU14SW982) extends to the east of the Site. It is likely that both field systems extend across the Site and, therefore, the potential to recover remains associated with field systems is high.

2.3 Previous archaeological work

Recent on-site investigation

- 2.3.1 A previous geophysical survey (Wessex Archaeology 2009a) was been undertaken within the Site in relation to the Stonehenge Environmental Improvements Project (SEIP), and a subsequent archaeological evaluation (Wessex Archaeology 2012) was completed to the immediate south (see section 2.3.10).



- 2.3.2 In advance of the planning application submission, and based on the results of the geophysical survey, a trial trench and test pit evaluation was undertaken within the proposed development area. A total of 10 machine excavated trenches (each approx. 30m in length and 1.8m wide) and 10 1m² hand dug test pits were excavated.
- 2.3.3 No archaeological features or deposits were identified within the excavated trenches or test pits, although a small number of modern postholes and ditch features were uncovered. A number of tree throws and natural geological features were also uncovered and investigated, although no associated archaeological finds were recovered.
- 2.3.4 A small assemblage of worked flint was recovered from seven of the ten test pits (a combined total of one core, 21 worked flakes and two broken flakes). The material was fairly evenly spread across the test pits with no significant concentration of material being evident and the results appear to represent a typical low-level background scattering of later Neolithic-Bronze Age (3000-1100BC) material.
- 2.3.5 Several geophysical surveys have been conducted within or in close proximity to the Site in response to earlier development proposals and archaeological trial trenching was completed within the existing coach park and visitor centre facilities to the south.
- Other fieldwork*
- 2.3.6 Extensive geophysical surveys have been undertaken previously in the vicinity of Airman's Corner, in connection with (i) earlier Stonehenge visitors' centre proposals in 1991 and 1993 (Bartlett Clark for Timothy Darvill Archaeological Consultants) and 2002 (GSB Prospection for Wessex Archaeology); and (ii) proposals to improve the A303 (T) through the WHS (Geophysical Surveys of Bradford for John Samuels Archaeological Consultants 1993).
- 2.3.7 Approximately 3ha south-east of Airman's Corner was surveyed by the EH archaeometry team. The survey confirmed the location of former 19th century agricultural buildings recorded by historic mapping and suggested a wider scatter of possibly much earlier pit-type anomalies across the downs. A large ferrous anomaly may be related to the aviation accident commemorated by the Airman's Cross memorial (Linford and Martin 2009).
- 2.3.8 A further 24.6ha survey was completed in relation to the SEIP works (Wessex Archaeology 2009a), and identified an apparent complex of post-pits which formed an approximate circle of 25m diameter approximately 100m to the east of an upstanding Scheduled bowl barrow (SMR No. SU04SE633). The Scheduled barrow and the circle of post-pits appear to form a continuation of the linear barrow cemetery associated with the Lesser Cursus. Elsewhere within the survey area, a profusion of discrete circular and sub-circular anomalies are consistent with the responses from possible pits, with some evidence for localised clustering. Numerous linear and curvilinear trends may be of anthropogenic origin, and whilst all the survey areas show some traces of ploughing trends, the north-eastern quadrant (the Site) was most affected by these responses.
- 2.3.9 No upstanding earthworks have been recorded within the Site itself.
- 2.3.10 Four trenches (Trenches 6 – 9) and six test pits (TP63 – TP68) were excavated within the existing coach park to the immediate south of the Site in relation to the SEIP proposals (Wessex Archaeology 2012). With the exception of a single Romano-British pottery sherd and four pieces of worked flint retrieved during the test pitting, no cultural material or



archaeological features were recorded within the interventions. Two tree boles were excavated within Trench 6 and Trench 8.

- 2.3.11 A watching brief was undertaken during the decommissioning of the B3086 and other groundwork associated with the SEIP works (Wessex Archaeology *in prep.*). No archaeological features or finds were recorded.

3 AIMS

3.1 Research framework

- 3.1.1 It is proposed that the watching brief results will contribute to the following archaeological research priorities as identified in **AIM 7** in the Stonehenge and Avebury WHS Management Plan (English Heritage 2014), which is currently a Consultation Draft (Dec 2014), but which is due for adoption in May 2015. This aim is to 'encourage and promote sustainable research to improve understanding of the archaeological, historic and environmental value of the WHS necessary for its appropriate management' and to 'Maximise the public benefit of this research'.

- 3.1.2 In addition, the works will also contribute to the aims contained in *The Stonehenge World Heritage Site: an archaeological Research Framework* (Darvill 2005), which itself is due for replacement by the Stonehenge and Avebury Research Framework (SARF, prepared by Wessex Archaeology), which is also due for publication later in 2015.

3.2 Watching Brief

- 3.2.1 The aims of the archaeological Watching Brief are to:
- To ensure that any unexpected archaeological features, deposits or finds impacted by the development are recorded and preserved by record
 - Identify, within the constraints of the Watching Brief, the date, character and condition of any surviving remains within the Site;
 - Produce a report which will present the results of the Watching Brief in sufficient detail to allow an informed decision to be made concerning the Site's archaeological potential.

4 METHODOLOGY

4.1 Introduction

- 4.1.1 Where works are identified in this WSI to be carried out under constant archaeological supervision, this means that all excavation and ground disturbance, including the placing of imported or relocated fill or topsoil, the placing of geotextiles and other tasks will be subject to overseeing and control by the appointed archaeological contractor, in order to avoid accidental damage to archaeological remains and/or to allow any archaeological remains encountered to be recorded to an appropriate level prior to their removal due to construction.
- 4.1.2 Where archaeological remains are encountered during construction works, the archaeological contractor will halt construction works in the vicinity of the remains until such time as the remains have been recorded or a methodology to preserve them *in situ* has been implemented. The extent of the archaeological remains will be rapidly assessed by the archaeological contractor who will arrange for an exclusion area to be demarcated



using tape or netlon-type fencing in order to protect the remains until they have been recorded.

- 4.1.3 Members of the Archaeological Working Group, and in particular Historic England, English Heritage Trust and the Wiltshire Council Archaeology service Archaeologist, will be consulted regarding the scope of archaeological works to record or preserve the remains.
- 4.1.4 Spoil will be removed to stockpile locations identified by the main contractor. Plant will not be permitted to track across any stripped areas unless these have been declared clear of archaeological remains. Plant will operate in defined and clearly marked haul routes where archaeological remains have been appropriately protected from damage, if present.
- 4.1.5 All features of whatever origin encountered during the archaeological mitigation work requiring clarification will be cleaned by hand and recorded in plan at an appropriate scale.
- 4.1.6 Where features of probable archaeological origin are revealed, further hand investigation and recording will proceed in accordance with the principles outlined below.
- 4.1.7 The scope of further investigation and recording required will be determined on site in consultation with the Archaeological Working Group, taking into account the research framework and questions, and the Statement of principles governing archaeological work in the Stonehenge WHS (Chris Blandford Associates 2014).
- 4.1.8 Archaeological investigation will follow the outline sampling strategy set out in **Table 1** below, subject to consultation with the Archaeological Working Group (AWG), comprising representatives of Wiltshire Council Archaeology Service, Historic England, English Heritage Trust and The National Trust.

Feature	Excavation Strategy
Linear features	Excavated sections to include 50% of all terminals, intersections and other relationships. Excavation of 10% of selected lengths for finds recovery may be undertaken subsequently.
Structural components	Recorded sections to include all terminals, intersections and other relationships. Minimum excavation 50% of all features.
Human remains	100% excavation.
Discrete features	Minimum 50% hand excavation.
Pits	Minimum 50% hand excavation.
Post-holes	Minimum 50% hand excavation.
Tree hollows	All to be recorded in plan, 10% to be excavated in half-section.
Layers/spreads/stratified deposits/	Minimum 50% excavation with 3-D recording of probable <i>in situ</i> finds assemblages.



colluvium	
Artefact scatters	Minimum 50% excavation with 3-D recording of probable <i>in situ</i> finds assemblages.

Table 1: Hand excavation sampling strategy

4.2 Recording

- 4.2.1 All archaeological features and deposits encountered will be recorded using pro forma recording sheets and a continuous unique numbering system. Plans at appropriate scales will be prepared, showing the areas investigated and their relation to more permanent topographical features. The plans will show the location of contexts observed and recorded in the course of the investigation. Other plans, sections and elevations of archaeological features and deposits will be drawn as necessary at 1:10, 1:20 and 1:50 as appropriate. All drawings will be made in pencil on permanent drafting film.
- 4.2.2 The spot height of all principal features and levels will be calculated in metres relative to Ordnance Datum, correct to two decimal places. Plans, sections and elevations will be annotated with spot heights as appropriate.
- 4.2.3 Photographs will be taken as necessary to produce a photographic record consisting of 35mm monochrome prints and colour transparencies. Digital images may be taken to support report preparation but would not replace archive standard material. The photographic record will include general shots to record the nature and progress of the development work.

4.3 Finds collection

- 4.3.1 Objects relating to human exploitation of the area that are exposed in the course of excavation will be recovered or, where recovery is impracticable, recorded. All finds will be recorded by context and significant objects will be recorded in three dimensions. All recovered objects of whatever date will be retained in the first instance, pending assessment.
- 4.3.2 Animal bone samples will be recovered by hand during excavation and processed as part of the finds assemblage. Animal bone recovered from bulk samples will also be retained for analysis.

4.4 Health and safety

- 4.4.1 Health and safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 4.4.2 All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.
- 4.4.3 Wessex Archaeology will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commence.



4.5 Service location

- 4.5.1 Before excavation begins the Client will provide information regarding the presence of any below/above ground services. The Site will be walked over and inspected to visually identify, where possible, the location of above and below ground services.
- 4.5.2 All fieldwork locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) in order to verify the absence of any live underground services.

5 FINDS AND ENVIRONMENTAL SAMPLING

5.1 Introduction

- 5.1.1 Appropriate strategies for the recovery of artefacts and environmental samples will be devised and implemented by Wessex Archaeology's Finds and Environmental Specialists.

5.2 Finds

- 5.2.1 All artefacts from excavated contexts will be retained, except those from features or deposits of obviously modern date. In such circumstances, sufficient artefacts will be retained in order to elucidate the date and/or function of the feature or deposit.
- 5.2.2 Excavated spoil will be visually scanned for artefacts. Where appropriate, a suitable metal detector will be used to enhance artefact recovery. Trench areas and spoil heaps from excavation will be examined.
- 5.2.3 All retained artefacts will, as a minimum, be washed, weighed, counted and identified. Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson & Neal 1998). Ironwork from stratified contexts will be X-rayed and stored in a stable environment along with other fragile and delicate material. The X-raying of objects and other conservation needs will be undertaken by the in-house Wessex Archaeology Conservator, staff of the Conservation Service, Wiltshire History Centre, Chippenham or other appropriate approved conservation centres. Suitable material, primarily the pottery, worked flint and non-ferrous metalwork, will be scanned to assess the date range of the relevant assemblages.
- 5.2.4 All artefacts recovered during the excavations on the Site are the property of the landowner. They are to be suitably bagged and boxed in accordance with the United Kingdom Institute for Conservation, *Conservation Guidelines no. 2* and, on completion of the archaeological post-excavation programme, will be deposited with the appropriate local museum.

5.3 Environmental sampling

- 5.3.1 Wessex Archaeology's *Guidelines for Environmental Sampling* will be used for the sampling archaeological and environmental deposits and structures.
- 5.3.2 Bulk environmental soil samples for plant macro fossils, small animal bones and other small artefacts will be taken from appropriate well-sealed and dated/datable archaeological contexts. Samples of between 20-60 litres will be taken or up to 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 5.3.3 The residues and sieved fractions of the bulk environmental soil samples will be recorded and retained with the project archive.



- 5.3.4 Samples for charred plant remains (charcoal and charred seeds etc.) will be taken from well dated and sealed deposits to define presence, preservation and to enable comments on any further sampling strategy to be made.
- 5.3.5 Environmental samples from dry deposits will normally be processed by flotation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated.
- 5.3.6 Where appropriate the guidance in the following English Heritage papers will be followed:
- *Guidelines on the recording, sampling, conservation, and curation of waterlogged wood* 2010
 - *Dendrochronology – guidelines on producing and interpreting dendrochronological dates* 2004
 - *Archaeometallurgy* 2001
 - *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* 2011
 - *Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports* 2004
 - *Geoarchaeology: using earth sciences to understand the archaeological record* 2007
 - *Waterlogged Organic Artefacts* 2012
 - *Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates* 2006
 - *Guidelines on the X-radiography of archaeological metalwork* 2006

5.4 Human remains

- 5.4.1 In the event of discovery of any human remains, it is proposed that they will, in the first instance, be left *in situ*, covered and protected. Following discussions with the Client, Coroner and the AWG, the need for and appropriateness of their excavation/removal as part of the fieldwork will be determined. The greatest care will be taken in dealing with human remains, and in line with the latest government regulations, a Ministry of Justice licence will be procured immediately, whether or not the remains are to be disturbed.
- 5.4.2 Appropriate environmental health regulations will be followed at all times and the AWG and the local Coroner will be informed immediately. The subsequent post-excavation assessment, or document, will contain an analysis of the remains and a statement for the final deposition of the assemblage. The assessment statement will address future research potential, where applicable, and the options for reburial.
- 5.4.3 Should human remains be excavated, all excavation and post-excavation will be in accordance with the standards set out in *CIfA Technical Paper 13 Excavation and post-excavation treatment of cremated and inhumed remains*. Where necessary, specialist guidance/site visits will be undertaken by a suitably qualified osteologist. The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.

5.5 Treasure

- 5.5.1 Wessex Archaeology will notify the AWG immediately if material is recovered considered to be covered by the *Treasure Act* of 1996. All necessary information required by the *Treasure Act* (i.e. finder, location, material, date, associated items etc.) will be reported to the County Coroner within 24 hours.



5.6 Monitoring arrangements

- 5.6.1 The initial ground works are due to commence in early May 2015.
- 5.6.2 The Archaeological Working Group (AWG), comprising representatives of Wiltshire Council Archaeology Service, Historic England, English Heritage Trust and The National Trust will be notified by Wessex Archaeology at least five working days prior to commencement of work on the Site and reasonable access to the Site will be arranged for regular site inspections to ensure that the archaeological investigation is progressing satisfactorily.
- 5.6.3 Any variations to the WSI will be agreed with the Archaeological Working Group prior to being implemented.

6 POST EXCAVATION AND REPORTING

- 6.1.1 The watching brief report will be prepared in accordance with the guidance given in the Chartered Institute for Archaeologists' *Standards and Guidance for an Archaeological Watching Brief* (CIfA 2014a).
- 6.1.2 Particular emphasis will be given to placing the results of the Watching Brief into the context of the Stonehenge WHS and archaeology of the immediate area.
- 6.1.3 The Watching Brief report will include:
- a non-technical summary;
 - the aims and methods used in the Watching Brief;
 - plans and section drawings at appropriate scales to locate the Site and excavated and projected archaeological deposits;
 - the tabulation of all artefacts recovered from the archaeological works, listed by context and by material type;
 - a consideration of the archaeological and environmental potential of deposits;
 - a consideration of the sites archaeological significance in its broader historic and landscape setting;
 - a review of the strategy and a confidence rating of the results;
 - an assessment of the importance of the remains located, taking into account other survey information; and
 - a reconsideration of the methodology employed.
- 6.1.4 Wessex Archaeology shall retain full copyright of the client 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 as described in the specification.
- 6.1.5 The information will be deposited with the Wiltshire 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.
- 6.1.6 If considered appropriate, a short report on the results of the programme of archaeological recording will be prepared for publication in an appropriate national journal.
- 6.1.7 Details of the Site will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database.



7 STORAGE AND CURATION

7.1 Museum

7.1.1 It is recommended that the project archive resulting from the excavation be deposited with the local museum. The museum will be contacted ahead of works starting on Site. Deposition of any finds with the museum will only be carried out with the full agreement of the landowner.

7.2 Preparation of archive

7.2.1 The complete site archive, which will include paper records, photographic records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by the local museum, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014b; Brown 2011; ADS 2013).

7.2.2 All archive elements will be marked with the site/accession code, and a full index will be prepared.

7.3 Discard policy

7.3.1 Wessex Archaeology follows the guidelines set out in *Selection, Retention and Dispersal* (Society of Museum Archaeologists 1993), which allows for the discard of selected artefact and ecofact categories which are not considered to warrant any future analysis. Any discard of artefacts will be fully documented in the project archive.

7.3.2 The discard of environmental remains and samples follows nationally recommended guidelines (Society of Museum Archaeologists 1993; 1995; English Heritage 2002).

7.4 Security copy

7.4.1 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 QUALITY ASSURANCE PROCEDURES

8.1.1 Wessex Archaeology operates a Project Management system. Projects are assigned to individual managers who monitor their progress and quality, and control budgets from inception to completion, in all aspects including Health and Safety etc. Projects are managed in accordance with Historic England (formerly English Heritage) guidelines outlined in the document *Management of Research Projects in the Historic Environment* (MoRPHE, English Heritage 2006).

8.1.2 The work will be directed in the field by an appropriately experienced archaeologist who will normally be a member of the Chartered Institute for Archaeologists and a core member of Wessex Archaeology's staff. Overall project supervision and monitoring will be undertaken by a Project Manager based in Salisbury who will undertake monitoring visits if and when appropriate. Monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety Co-ordinator in conjunction with a representative of Hampshire's Historic Environment team where required.



- 8.1.3 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists. Wessex Archaeology endorses the *Code of Practice* and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* of the Chartered Institute for Archaeologists.

9 INSURANCE AND HEALTH AND SAFETY

9.1 Policy and Risk Assessment

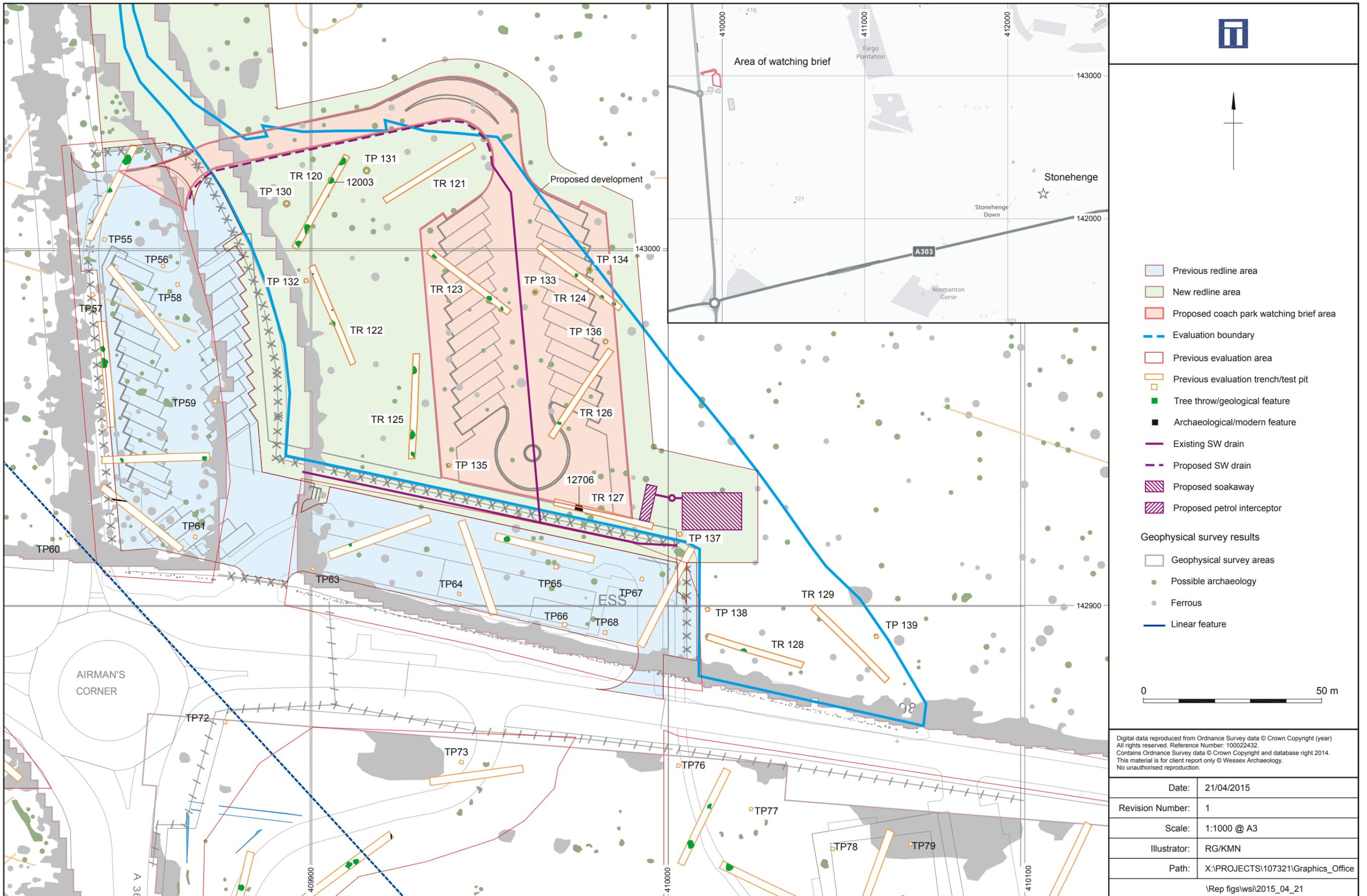
- 9.1.1 Health and safety considerations will be of paramount importance in conducting all fieldwork. Safe working practises will override archaeological considerations at all times.
- 9.1.2 All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.
- 9.1.3 Wessex Archaeology will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.
- 9.1.4 Wessex Archaeology has both public liability (£10,000,000) and professional indemnity insurance (£5,000,000).

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Proposed development and watching brief area

Figure 1