



SVEP Phase 3 Stonehenge Visitor Centre, Wiltshire

Written Scheme of Investigation for Archaeological Watching Brief

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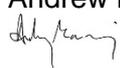
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Figure 1 The Site, showing previous watching brief areas) Phase 1 and Phase 2)



SVEP Watching Brief Phase 3 Stonehenge Visitor Centre, Wiltshire

Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by English Heritage ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological watching brief during groundworks associated with the excavation of a cable trench for lighting improvements outside Stonehenge Visitor Centre. The works to be monitored cover comprise a cable trench between NGR 410004 142864 and 410023 142739, at Stonehenge Visitor Centre, Winterbourne Stoke, Wiltshire, SP4 7DE (**Figure 1**).
- 1.1.2 The development comprises a variety of improvements at the visitor centre. This watching brief is specifically concerned with the excavation of a cable trench associated with improving lighting along the footpath providing access from the coach park to the north and car park to the south. The footpath runs north-south and comprises the eastern boundary of the cable trench. The trench will measure approximately 150 m long, 0.23 m wide and c.0.45 m deep.
- 1.1.3 A planning application (19/01906/FUL) for the installation of bollards, seating and replacement gates in the vicinity of the Stonehenge Visitor Centre was submitted to Wiltshire Council and was granted on the 12th June 2019, subject to conditions, although none of the conditions required archaeological work.
- 1.1.4 A variation to the original application for changes was also submitted to Wiltshire Council and granted on the 1st November 2019, which included provision for lighting along the line of the current public access path, immediately adjacent to the Stonehenge Visitor Centre.
- 1.1.5 Whilst no conditions, again, were specifically related to archaeological works, provision of archaeological monitoring during the course of the initial excavation of the lighting trench, and reporting, was requested by English Heritage, in consultation with Wiltshire Council Archaeology Service. In addition, a written scheme of investigation was requested, although given the urgent nature of the works, it was agreed with WCAS that the WSI could be retrospective.
- 1.1.6 This watching brief (Phase 3) is part of the Stonehenge Visitor Enhancement Project (SVEP) works associated with the Stonehenge Visitor Centre. The works have included evaluation (SVEP) and two phases of subsequent archaeological watching brief (SVEP Phase 1 and 2) undertaken during the extension of the coach park immediately to the north-west of the visitor centre and wider service improvements (Wessex Archaeology 2015a and b and 2018). Neither the evaluation or watching briefs encountered any archaeological features or deposits.



1.2 Scope of document

- 1.2.1 This WSI sets out the aims of the watching brief, 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 2015) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for an archaeological watching brief* (CIfA 2014a).
- 1.2.2 This document will be submitted to WCAS, archaeological advisor to the Local Planning Authority (LPA), for approval.

1.3 Location, topography and geology

- 1.3.1 The watching brief is located along the western edge of the current Visitor Centre footpath, which provides access to the Stonehenge Visitor Centre from the coach park in the north and the car park in the south. The cable trench will follow the same alignment, with the footpath immediately to its east. Towards the southern end of the cable trench trees are present immediately to the west and east. The access road from the A360 to the car park lies within 100 m to the west of the monitored works, with the B3086 approximately 180 m to the west.
- 1.3.2 Existing ground levels are recorded as 97 m above Ordnance Datum (aOD).
- 1.3.3 The underlying geology is mapped as Chalk of the Seaford Chalk Formation (British Geological Survey online viewer).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background of the area was assessed in a prior phase of work (Wessex Archaeology 2018) which took place immediately to the north of the watching brief. A summary of the results is presented below, with relevant entry numbers from the Wiltshire Historic Environment Record (HER) 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 (2015a) SVEP

- 2.2.1 Wessex Archaeology (2015a) undertook an archaeological evaluation prior to the commencement of a programme of archaeological works during the groundworks associated with the extension of the coach park at Airman's Corner, immediately north of the development. During the course of the evaluation, which comprised trenches and hand dug test pits, several modern post-holes and linear features were identified alongside natural features. No archaeological features or deposits were uncovered. A typical low-level background scattering of Late Neolithic – Bronze Age (3000 – 1100BC) artefacts, similar to that found within the surrounding landscape, was recovered during topsoil sieving, but distribution analysis did not highlight any evidence for any particular or significant concentrations.

Watching Brief (2015b and 2018) SVEP 1 and 2

- 2.2.2 Wessex Archaeology (2015a and 2018) undertook two phases of watching brief during the extension of the coach park at Airman's Corner, located within 50 m to the north of the project site. The works were of limited depth for the most part, with much of the western side of the site remaining under *in situ* topsoil. As such the works offered little opportunity to view any underlying archaeology. In areas where appropriate levels were reached consisted of plough scars and tree throws alongside modern soakaway pits and a linear feature also believed to be modern. This was consistent with findings from an earlier evaluation and suggests the area is devoid of buried archaeological remains.

Pre SVEP works

Archaeological Evaluation (2012)

- 2.2.3 Wessex Archaeology (2012a) undertook an archaeological evaluation within the previous coach park, approximately 100 m to the north of the project site. Four trenches and six test pits were excavated, and no archaeological features or deposits were identified. A single Romano-British pottery sherd and some worked flint were retrieved.

Watching Brief (2011)

- 2.2.4 Wessex Archaeology (2011 and 2012b) undertook a watching brief during groundworks associated with the Stonehenge Environmental Improvement Project (SEIP) works, including the decommissioning of the B3068. No archaeological features or material were recorded.

Geophysical Surveys (2009)

- 2.2.5 The English Heritage archaeometry team undertook a geophysical survey of approximately 3 ha to the south-east of Airman's Corner (Linford and Martin 2009) believed to cover the western area of the project site. The survey confirmed the presence of 19th century agricultural buildings recorded by historic mapping. Earlier pit like anomalies were also identified, scattered across the downs. A large ferrous anomaly was also seen and may be related to the aviation accident commemorated by the Airman's Cross memorial (NHLE 1242829).
- 2.2.6 Wessex Archaeology (2009) also undertook a geophysical survey in 2009. Undertaken in relation to the SEIP works, the survey covered the area in which the present car park for the Visitor Centre is located, immediately to the south of the southern end of the footpath. A complex of post-pits which appeared to form an approximate circle 25 m in diameter were identified to the east of a known bowl barrow (SMR no. SU04SE633). Together the barrow and the post-pit circle appear to form a continuation of the linear barrow cemetery associated with the Lesser Cursus. Some localised clusters of pits were also identified within the survey results as were numerous linear and curvilinear trends believed to be anthropogenic in origin.

2.3 Archaeological and historical context

- 2.3.1 A desk-based assessment (DBA) produced by English Heritage (Leary 2008) prior to the SEIP works considered five sites within and close to the WHS. Although not related to the current phase of works being undertaken, the information disclosed is believed of relevance due to the proximity of the works. The following information has been informed by this document alongside that produced during work undertaken during the previous phase of

these works (Wessex Archaeology 2018). It is noted that this information consists of a small portion of known features and findspots within the surrounding area which is internationally renowned for its archaeological significance.

- 2.3.2 There are no Scheduled Monuments within the site boundary but its location on the western periphery of the World Heritage Site (WHS) and its proximity to major barrow groups to the north-east and south-east indicate a high potential for prehistoric activity (Leivers and Powell 2016).
- 2.3.3 Bronze Age activity is indicated in the form of a number of possible round barrows within a 500 m radius of the site. These include a group of three barrows (SMR No. SU14SW34) located 300 m south of the Lesser Cursus (SMR No. SU14SW41) and approximately 440 m to the north-east of the monitored works.
- 2.3.4 A field system (SMR No. SU04SE682) is present to the west of the site and is believed to date to the later prehistoric, although it may relate to Romano-British settlements to the west (SMR Nos. SU04SE686 and SU04SE685) suggesting some phases are later in date. Covering an area of 65 ha it is likely that a linear cropmark (SMR No. SU14SW956) is associated with this field system. To the east of the site a second field system (SMR No. SU14SW982) is recorded.
- 2.3.5 A Grade II listed early 20th century memorial known as Airman's Cross (NHLE 1242829), erected to commemorate an aviation accident is located approximately 10 m to the east of the line of the cable trench. The monument has been relocated from its original location along the A303 to its present position.

3 AIMS AND OBJECTIVES

3.1 Aims

3.1.1 The aims (or purpose) of the watching brief, as defined in the ClfA' *Standard and guidance for an archaeological watching brief* (ClfA 2014a) 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.

3.2 Objectives

3.2.1 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 FIELDWORK METHODS

4.1 Introduction

- 4.1.1 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 WCAS and the client, prior to being implemented.
- 4.1.2 The watching brief will monitor the machine excavation of a single cable trench aligned north - south measuring approximately 150 m in length and 0.23 m in width. The trench is not expected to be more than 0.45 m in depth.

4.2 Service location and other constraints

- 4.2.1 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.

4.3 Watching brief methods

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 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.
- 4.3.4 Topsoil sieving will take place for the purposes of finds retrieval and to inform finds distribution analysis, which will take place after the completion of the works in the event that any artefacts are retrieved. The sieving will comprise 10 litres of topsoil sieved through a 10 mm mesh at 30 m intervals along the length of the cable trench.
- 4.3.5 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 WCAS, on behalf of the LPA.

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

4.4 Recording

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

- 4.4.2 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.

- 4.4.3 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.

4.5 Survey

- 4.5.1 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.

- 4.5.2 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.

4.6 Monitoring

- 4.6.1 The client will inform WCAS of the start of the watching brief and its progress. Reasonable access will be arranged for WCAS to make site visits in order to inspect and monitor the progress of the watching brief. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and WCAS.

4.7 Finds

General

- 4.7.1 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

- 4.7.2 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 immediately obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.7.1 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and WCAS regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.7.2 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and current guidance documents (e.g. 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.
- 4.7.3 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

- 4.7.4 Wessex Archaeology will immediately notify the client and WCAS 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.

4.8 Environmental sampling

- 4.8.1 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).
- 4.8.2 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.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with WCAS as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.8.4 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.
- 4.8.5 Following specialist advice, other sampling methods such as monolith, Kubienna 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 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.

5.1.2 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.

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 watching brief. The report will include a table of finds by feature/context.

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 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 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).

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 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.

5.3.3 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

5.4 Reporting

5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and WCAS, 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;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

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

Publication

5.4.4 If no further excavation works are undertaken, a short report on the results of the watching brief will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and WCAS.

OASIS

5.4.5 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.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 It is recommended that the project archive resulting from the watching brief be deposited with Salisbury and South Wiltshire Museum. Provision has been made for the cost of long-term storage in the post-fieldwork costs. The museum will receive notification of the project prior to fieldwork commencing, and an accession number will be obtained.

6.2 Transfer of title

6.2.1 On completion of the watching brief (or extended fieldwork programme), 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 (as amended by the Coroners and Justice Act 2009)*, to transfer their ownership to the museum in a written agreement.



6.3 Preparation of archive

- 6.3.1 The complete archive, which may include paper records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Salisbury and South Wiltshire Museum, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

6.4 Selection policy

- 6.4.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. 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 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results of the watching brief and engage with the local community through social media, press releases, open days and volunteer involvement, while taking into account issues such as Health & Safety, confidentiality and vandalism.

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*. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.

8.2 Third party data copyright

- 8.2.1 This document, the watching brief 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 fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, who will be on site at all times for the length of archaeological 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 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 and fieldwork director will be involved in all phases of the investigation through to its completion.

9.2.2 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 finds and environmental specialists can be provided on request.

9.2.3 The following key staff are proposed:

- Project Manager Andrew Manning
- Fieldwork Director Lee Newton

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 & 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 watching brief. 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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The Site, showing previous watching brief areas (Phase 1 and Phase 2)

Figure 1



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