



Chestnut Walk, Reading, Berkshire

Written Scheme of Investigation for Archaeological Watching Brief

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Figure 1 Site location



Chestnut Walk, Reading, Berkshire

Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project and statutory background

- 1.1.1 Wessex Archaeology has been commissioned by Reading Borough Council (the Client), to undertake an archaeological watching brief on works within a 0.09 ha parcel of land located at Reading Abbey, in central Reading, Berkshire, centred on NGR 472085 173485 (**Figure 1**).
- 1.1.1 The scheme will comprise the removal of 18 horse chestnut trees and the planting of 14 new sweet chestnut trees, as well as the installation of 4 lighting columns, 1 CCTV column and overlaying the existing tarmac with new.
- 1.1.2 The ruins of Reading Abbey are scheduled under the Ancient Monuments and Archaeological Areas Act 1979. Scheduled monument consent was obtained for these works on the 16th of December 2019 (ref. S00232160).

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 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for an archaeological watching brief* (CIfA 2014a). A brief was also prepared for an earlier stage of this project by Berkshire Archaeology (2019) and the requirements contained in this brief will also be met.
- 1.2.2 After consultation with the Client and their archaeological advisors (Berkshire Archaeology), this document will be submitted Historic England, on behalf of DCMS for approval, prior to the start of the watching brief.

1.3 Location, topography and geology

- 1.3.1 The watching brief area is located immediately north of the canalised River Kennet in central Reading, adjacent to the former HMP Reading and within the Abbey Ruins. Chestnut Walk comprises a broad, tree-lined walkway on an alignment with the river.
- 1.3.2 The underlying bedrock geology is mapped as Seaford Chalk Formation and Newhaven Chalk Formation, which is a sedimentary bedrock formed approximately 72 to 90 million years ago in the Cretaceous Period. Local environment previously dominated by warm chalk seas. The Site is shown (BGS 2019) as within the area covered by superficial deposits relating to the Taplow Gravel Member (sand and gravel) formed 2 million years ago during the Quaternary Period. There is, however, an area of alluvium close-by (clay, silt, sand and gravel).



2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

2.1.1 The following summary of historical and archaeological background is largely drawn from a brief prepared by Berkshire Archaeology (2019).

2.2 Previous investigations related to the development

2.2.1 In October 2019 Wessex Archaeology carried out an archaeological test pit evaluation in preparation for the current works (Wessex Archaeology 2019).

2.2.2 The evaluation comprised the excavation by hand of 19 test pits to allow the replanting of 14 trees and the installation of 4 lighting columns and 1 CCTV column. The test pits measured 0.5 m in length and width and the depth varied between 0.45 and 0.80 m.

2.2.3 Out of the 19 test pits excavated, 6 contained deposits different to a stratigraphic sequence of layers of made ground overlain by the modern-day topsoil.

2.2.4 The base of Test Pit 3 exposed a mortar layer or surface comprising of grey mortar with ceramic building material (CBM) and flint inclusions. This layer was undated. The relatively high level of the deposit and proximity to the canal would tend to suggest a later date and association with the canal, rather than a medieval or earlier post-medieval date and association with the abbey. Similar deposits have been found in Test Pits 9 and 10.

2.2.5 Test Pits 5, 6 and 7 uncovered a compact layer of mid brown sandy silty clay at the base of the pits. This layer was dated to the post-medieval period. Test Pits 9 and 10 produced evidence for a layer, surface or foundation deposit comprising a mixed white mortar with flint inclusions. Again, this deposit dated to the post-medieval period and tobacco pipe and earthenware pottery was recovered. These deposits are likely to have derived from the canalisation of the River Kennett and the subsequent development of the riverside during the 18th and 19th centuries.

2.3 Historical background

2.3.1 One of the earliest references to the town of Reading is in the Anglo-Saxon Chronicle for AD 870–871, as the site of a Danish winter camp, probably situated on or near the site of the later abbey (Astill 1978, 75–77). By the 11th century the town included a market, a mint that functioned between 1044 and 1046 and, a nunnery, that may have been founded during the reign of Edgar (AD 959–978). The nunnery; however, had ceased to function by AD 1071 when William I granted the estate to Battle Abbey (Astill 1978, 75). The reference to Reading in Domesday indicates that it had achieved borough status by the Conquest and contained a large royal estate. The likely centre of the late Saxon town is the area around St. Mary's Church and the Old Market (now St. Mary's Butts) at the crossing of major roads between Oxford and Winchester and London and Bath.

2.3.2 Expansion of the town during the medieval period was due largely to the influence of the Cluniac, and subsequently Benedictine, abbey that was founded by Henry I in AD 1121. The abbey was built in the Romanesque style and many architectural fragments in this style survive re-used within later structures.

2.3.3 The abbey became one of the principal religious foundations in the country by virtue of large endowments, royal patronage and collections of relics. The whole area of the abbey, approximately 12 ha, was enclosed by a gated boundary wall and the interior was divided between an outer court, the Forbury, and the separately enclosed inner precinct. The inner

precinct backed onto the River Kennet and the Holy Brook and several of the industrial elements of the abbey, such as a mill, wharf and stables were located here. The abbey gave the town an increased impetus to urban development, which continued until Reading had become established as the major town in Berkshire by the 15th century.

- 2.3.4 At the Dissolution in 1539, although some of the abbey buildings were retained as a royal residence, occupation of the precinct effectively ended with the dispersal of the monks. By 1549, documents recorded that the buildings were being robbed and most of the church and cloisters had probably been razed by 1642, when the abbey precinct wall was fortified, and a substantial defensive ditch and rampart were dug across the remains of the abbey (Cram 2001). Since then, the site had been used not only as a source of building stone, but as a source of gravel.

2.4 Archaeological background

- 2.4.1 The readily available information relating to the abbey indicates that the most likely structure to be encountered by the trial pits is the toilet block (reredorter or necessarium), and a related inflow and outflow channel linked to the River Kennet.
- 2.4.2 Archaeological investigations in the vicinity have encountered abbey remains as little as 0.55 m below the present ground level. However, there is evidence that these have been subject to considerable disturbances including the construction of Civil War defences and gravel quarrying. Much of the site was excavated, though poorly recorded, in around 1857 to provide work for the unemployed. This excavation appears to have recovered much of the ground plan of the abbey as “the entire area of the site was excavated to a depth varying from two to five feet” (Slade 2001, 65).
- 2.4.3 A long programme of archaeological excavations and watching briefs was undertaken within the abbey precinct between 1964 and 1986. These were principally to the west and south-west of the standing abbey remains, with excavations of the cloister and refectory area, which included the identification of numerous gravel pits, dating from the 17th to the 19th century (Vince *et al* 1982), the abbey mill (Slade 1976), the abbey stables (Hawkes 1991), the abbey wharf (Hawkes and Fasham 1997) and a small area within the east end of the abbey church (Slade 1976).
- 2.4.4 Of particular relevance are two recent pieces of fieldwork by Wessex Archaeology and Foundations Archaeology, which were both undertaken immediately adjacent to, or within, the proposed fieldwork locations.
- 2.4.5 Foundations Archaeology undertook a watching brief along Chestnut Walk during the installation of gates, a wall, foundations for benches and 43 fence posts (Foundations Archaeology 2001) for structures that are still extant on the walk. Although the small-scale excavations were relatively shallow (a maximum depth of 0.93 m though all but two were up to 0.5 m deep) and no medieval archaeological deposits or structures were identified. Natural (orange brown clay flint gravel) was observed in holes for gate posts at the Forbury Road entrance to the Walk, though no depths were provided. Attention was drawn to three large river pebbles (15–20 mm³) from one of the bench foundations (400), which were similar to those used in construction for the abbey. The earliest artefacts were of 17th century date, though most were of later date.
- 2.4.6 Wessex Archaeology undertook an evaluation, watching brief and building recording within the ruins of Reading Abbey and Forbury Garden as part of the Forbury Gardens Restoration Project (Wessex Archaeology 2005). A number of trenches were located within the area of the dormitory and reredorter, immediately to the north-west of Chestnut Walk. A medieval



mortar floor, probably that of a cellar or undercroft was recorded approximately 2.25 m below the present ground level in the dormitory, at the same level as the present ground surface within the reredorter. Other works within the dormitory area showed that most of the buried archaeological remains have been very badly disturbed or completely destroyed by two large air-raid shelters. Trench 12 within the toilet block had the following sequence of deposits; 38.68–38.18 m OD modern concrete surface and overburden; 38.18–36.38 m OD pale grey sandy loam with abundant ceramic building material and white glazed transfer printed pottery, interpreted as demolition rubble and ; lower than 36.38 m OD mid greyish brown sandy silt loam with sparse gravel inclusions, interpreted as a possible buried soil.

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.

3.3 Site specific objectives

3.3.1 A specific objective of the watching brief, in addition to the listed above, is to take any opportunity to further investigate the deposits recorded during the evaluation in Test Pits 3, 5, 6, 7, 9 and 10 and attempt to confirm (or otherwise) their date and association with construction or maintenance of the canal.



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 the Client, Berkshire Archaeology, and Historic England prior to being implemented.
- 4.1.2 The watching brief will monitor groundworks related to the grubbing out of trees, pits excavated for planting new trees and installation of new light columns and a CCTV camera, as well as service trenches for power cables as indicated on **Figure 1**. Where works associated with the removal of stumps will significantly disturb ground or expose soils below the turf these will also be subject to the watching brief. The laying of tarmac surfaces over existing is not intended to be subject to the watching brief.

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. 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 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 Client, groundworks contractor, Berkshire Archaeology and Historic England, 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 may need revising before any further fieldwork proceeds – any revised WSI will need the approval of the Client, Berkshire Archaeology, and Historic England.
- 4.3.5 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 It is intended that survey will be achieved using hand-held measuring tapes and the basic principles of triangulation, based on the existing survey drawings issued by the Client. If, it is not possible to survey using this method the following will be undertaken
- 4.5.2 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.
- 4.5.3 The survey of all archaeological features will be carried out using a Leica Total Station Theodolite set up within a site grid tied in to the OS National Grid and heights above OD (Newlyn). The grid will be established, with a three-dimensional accuracy of at least 50 mm, using a Leica GNSS connected to Leica's SmartNet service to receive RTK corrections.

4.6 Monitoring

- 4.6.1 Berkshire Archaeology and Historic England will be informed of the start of the watching brief and its progress. Reasonable access will be arranged for the Principal Archaeologist for Berkshire Archaeology to make site visits in order to inspect and monitor the progress of the evaluation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with Historic England and Berkshire Archaeology.

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 obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).



- 4.7.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist, Historic England and Berkshire Archaeology 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.
- 4.7.4 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* McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.7.5 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

- 4.7.6 Wessex Archaeology will immediately notify Historic England and Berkshire Archaeology 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 2015b).
- 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 Historic England and Berkshire Archaeology as appropriate, in this context such deposits are not anticipated to be present. 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, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.



5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 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 evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client, Historic England and Berkshire Archaeology, 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 mitigation works are undertaken, a short report on the results of the evaluation will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client, Historic England and Berkshire Archaeology.

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 On completion of the evaluation (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.

6.2 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 project 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 Reading 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 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*. 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.

7.2 Third party data copyright

- 7.2.1 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.



8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

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

8.2 Personnel

8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, 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.

8.2.2 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.

8.2.3 The following key staff are proposed:

- Project Manager Simon Woodiwiss MCIfA.
- Fieldwork Director To be advised

8.2.4 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.

8.3 Internal quality standards

8.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – 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.

8.3.2 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.



- 8.3.3 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.
- 8.3.4 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.

8.4 Health and Safety

- 8.4.1 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.
- 8.4.2 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.
- 8.4.3 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).

8.5 Insurance

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

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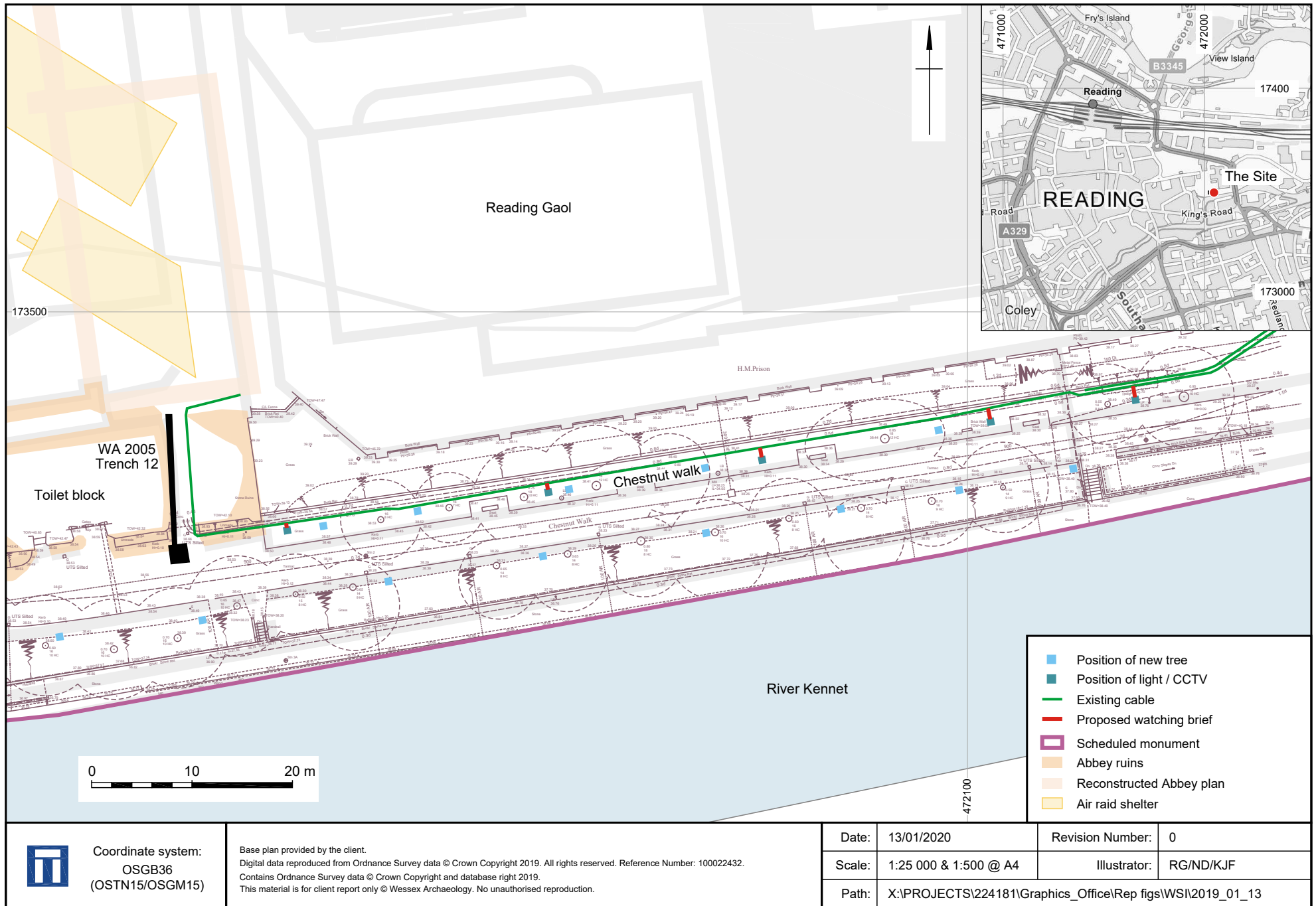
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Site location plan and proposed watching brief

Figure 1



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