



Courtfield House, Trowbridge Wiltshire

Written Scheme of Investigation for Archaeological Evaluation

Planning Ref.: 18/04656/FUL
Accession Number: DZSWS:2022-32
Document Ref.: 201302.02
May 2022



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Document Information

Document title Courtfield House, Trowbridge, Wiltshire
Document subtitle Written Scheme of Investigation for Archaeological Evaluation
Document reference 201302.02

Client name Ashford Homes (SW) Ltd
Address Doric House
Middleton Drive
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Site location Courtfield House
Trowbridge
County Wiltshire
National grid reference 385945 157850 (ST 85945 57850)
Statutory designations Courtfield House: Grade II* (List Entry 1021635)
Workshop: Grade II (List Entry 1021636)
Garden Wall and Gate Piers: Grade II (List Entry 1198424)

Planning authority Wiltshire Council
Planning reference 18/04656/FUL
Museum name Wiltshire Museum (Devizes)
Museum accession code DZSWS:2022-32

WA project code 201302
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Quality Assurance

Issue	Date	Author	Approved by
1	16/05/2022	RLC	



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Figure 1 Site location and trench plan



Courtfield House, Trowbridge Wiltshire

Written Scheme of Investigation for Archaeological Evaluation

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Ashford Homes ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation located in Courtfield House, Polebarn Road, Trowbridge, Wiltshire, BA14 7EG. The evaluation area is centred on NGR 385945 157850 (**Fig. 1**).
- 1.1.2 The proposed development comprises the conversion of former school principal building (Courtfield House) to 4 no. dwellings and associated external works; the erection of 16 no. dwellings and associated works following the demolition of the Polebarn Hall, Pine Hall and external WCs, and partial demolition of the Wool Store; and comprehensive landscaping.
- 1.1.3 A planning application (18/04656/FUL) was submitted to Wiltshire Council in 2018, although a formal decision notice has not been issued at the time of writing this WSI (pending completion of a S106 Agreement), the proposal for archaeological evaluation of the development area has been agreed in consultation with Wiltshire Council Archaeological Service archaeological advisor to the Local Planning Authority (LPA). A resolution to grant permission was given at the Western Area Planning Committee Meeting on 13/04/2022.
- 1.1.4 The evaluation will comprise the excavation, investigation and recording of 4 no. trial trenches, each measuring 10 m by 2 m. Trench 1 is located to the east of the house, in an area of hardstanding currently used as a carparking. Trenches 2-4 are located to the north of Courtfield house, targeting the locations of the proposed development.
- 1.1.5 This evaluation is part of staged approach in determining the archaeological potential of the site, and follows other non-intrusive archaeological work, including a heritage statement (Wessex Archaeology 2020).

1.2 Scope of document

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

1.3 Location, topography and geology

- 1.3.1 The proposed evaluation area comprises a parcel of land of approximately 0.7 hectares (**Fig. 1**), located within the south-eastern edge of the historic core of the Wiltshire town of Trowbridge. It is largely within the property boundary of Courtfield House, which occupies



the southern part of the Site. The evaluation also encompasses an area of carparking to the east of Courtfield House currently outside of the house boundary.

- 1.3.2 The southern boundary of the Site within the Courtfield House grounds is marked by a garden wall with gate piers. The wall encloses the small front, lawned garden of the main house. The remainder of the Site, to the north of the extant buildings, comprises the rear gardens of Courtfield House characterised by lawned areas, interspersed with, and bordered by mature trees and fruit trees. Courtfield House garden is bordered to the east by the rear gardens of private residences on Polebarn Road, Trowbridge Town Park surrounds the Site to the north and west.
- 1.3.3 The area currently used as carparking, located to the east of Courtfield House, is bound by a residential house to the north and Polebarn Road to the east and south.
- 1.3.4 The Site is situated within a relatively flat area of land at an elevation of approximately 41-42 m above Ordnance Datum (aOD). Local topography falls gently to the south towards the valley of the River Biss.
- 1.3.5 The underlying geology is mapped as Cornbrash Formation - Limestone. Sedimentary Bedrock formed approximately 164 to 168 million years ago in the Jurassic Period. With Forest Marble Formation – Mudstone immediately south of the site (British Geological Survey 2022).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior Heritage Statement (2020), which considered the recorded historic environment resource within a 500 m study area of the proposed development. 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 Archaeological and historical context

Courtfield House and associated listed structures

- 2.2.1 Courtfield House is a substantial residence of mid-18th century date, with 19th and 20th century alterations and extensions. The house itself is thought to have been constructed in around 1754. It comprises two storeys, attic and cellar, and is constructed of Flemish bond brickwork, with the possible incorporation of earlier stone fabric. Courtfield House passed through a succession of owners and tenants from the mid-18th to mid-20th centuries, all of whom seem to have been involved in the textile industry.
- 2.2.2 The 1776 Parish Map of Trowbridge and the Trowbridge tithe map of 1838 (not depicted) show that Courtfield House and the attached Workshop occupied a small rectangular plot, joined to the north by a larger, square parcel of land (including the proposed development area) and another similarly sized parcel of land to the south. The tithe apportionment suggests that the parcel of land to the north (rear) of Courtfield House had become part of the property by 1850 and was used as a Paddock.
- 2.2.3 A 19th century extension attached to the eastern elevation of Courtfield House, known as Polebarn Hall, is thought to be a former coach house and stables. Other structures within the Site include an 18th century Workshop (or Dye-House), which adjoins the western



elevation of Courtfield House. Extending to the west of the Workshop and occupying the south-eastern corner of the site, is the Wool House (or Wool Store), which was built in the 19th century.

2.2.4 The key heritage assets comprise:

- Courtfield House: Grade II* (List Entry 1021635), built in 1762
- Workshop to southwest of Courtfield House, together with Lead Pump: Grade II (List Entry 1021636), of 18th century date
- 'Garden Wall and Gate Piers to the southeast of Courtfield House: Grade II (List Entry 1198424), of 18th century date
- Polebarn Hall: undesignated but attached to Grade II* Courtfield House. Of 1860-78 date.
- The Wool Store: undesignated but attached to Grade II Workshop. Of 1860-78 date
- 'Youth Centre, formerly part of Court Mills' Grade II (List Entry 1364174). Located outside the site boundary

Prehistoric (970,000 BC – AD 43)

2.2.5 The WSHER contains no entries relating to archaeological sites or find spots derived from any period prior to the Bronze Age within the Study Area.

2.2.6 Excavations in 1988 by Wessex Archaeology (EWI13340), in advance of a retail development in the Court Street/Castle Street area revealed some evidence for prehistoric occupation. Features included a row of six postholes and four pits from the Early Bronze Age and a row of six postholes and four pits from the latter part of the period. In addition, a four-post structure (MWI1271), dated to the Iron Age by a single sherd of pottery found in the fill of a posthole, was recorded.

Romano-British (AD 43 – 410)

2.2.7 The only known archaeological feature pertaining to the Romano-British period in Trowbridge is a ditch containing abraded pottery. By itself this feature gives little indication of the extent and nature of Romano-British activity within Trowbridge. This feature was discovered during the excavations carried out by Wessex Archaeology in 1988 ahead of development in the Court Street/Castle Street area (EWI13340). This excavation also yielded residual Romano-British finds from later horizons, amongst which were coins dating to the 3rd and 4th century AD, including one of Valentinian (364-378), and three copper alloy brooches, two of which are datable to the early to mid-1st century (MWI1286).

Saxon (AD 410 – 1066)

2.2.8 It is likely that the settlement of Trowbridge originated in the 7th century and comprised a relatively small and tightly focused settlement centred around Court Street/ Castle Street, in the location of the medieval castle. The Extensive Urban Survey (EUS) indicates that a mid- to late- Saxon settlement (DWI17612), manorial enclosure (DWI17614), late Saxon church (DWI17613), Saxo- Norman settlement (DWI17615) and a late Saxon timber bridge over the River Biss (DWI17616), were all located within this area.

2.2.9 The Court Street/Castle Street excavations by Wessex Archaeology in 1986-88 revealed evidence for Saxon occupation in the form of a series of wooden structures. The earliest phase of the settlement included a sunken feature building and parts of what were thought



to belong to a large rectangular building. Further structures were identified by postholes most of which were sealed by Saxon soil horizons of a later date. The phase of settlement is thought to have existed between the 7th and 11th century although there is no evidence to support continuous occupation during that time.

Medieval (AD 1066 – 1500)

2.2.10 The earliest reference to Trowbridge is in the Domesday Survey of 1086, when it was called Straburg, the manor belonging to a Saxon called Beorhtric (Williams and Martin 1992, 192). At that date it comprised 11 villagers, six cottages and a mill. The EUS identifies five main medieval settlement areas, arranged around the focal area of the castle. The Site would have been located beyond the known medieval settlement limit.

2.2.11 In 2016, Wessex Archaeology undertook an archaeological evaluation of St George's Works (EWI8579) comprising two trial trenches and a single test pit. The evaluation produced several features dating to the medieval period including a ditch (MWI175278), a pit (MWI175281) and a posthole (MWI175279). These features were thought to relate to burgrave plots.

Post-medieval to modern (AD 1500 – present day)

2.2.12 Trowbridge underwent a period of economic expansion during the early post-medieval period due, in part, to the continued growth of the cloth trade. By the middle of the 17th century the town had become one of the county's leading manufacturers of high-quality cloth (West Wiltshire District Council 2004; p.8).

2.2.13 It was from the late 18th century onwards, when the Industrial Revolution transformed the local textile industry and new areas of commerce and manufacturing became established, that the town underwent its most rapid and dramatic period of growth. The size of the town more than doubled between c.1700 and c.1900, although the Site appears to have remained on the rural periphery of the town until the area began to be developed as a suburb in the mid-18th and 19th centuries.

3 AIMS AND OBJECTIVES

3.1 General aims

3.1.1 The general aims (or purpose) of the evaluation, in compliance with the *CIfA Standard and guidance for archaeological field evaluation* (CIfA 2014a), are to:

- provide information about the archaeological potential of the site; and
- inform either the scope and nature of any further archaeological work that may be required; or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource); or a management strategy.

3.2 General objectives

3.2.1 In order to achieve the above aims, the general objectives of the evaluation are to:

- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
- establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and



- make available information about the archaeological resource within the site by reporting on the results of the evaluation.

4 FIELDWORK METHODS

4.1 Introduction

- 4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2014a, 11)
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with WCAS and the client prior to being implemented.
- 4.1.3 The evaluation will comprise the excavation, investigation and recording of 4 no. trial trenches each measuring 10 m by 4 m.
- 4.1.4 Before the start of the fieldwork, an accession code will be obtained for the evaluation.

4.2 Setting out of the trenches

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

4.3 Service location and other constraints

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.
- 4.3.2 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services.

4.4 Excavation methods

- 4.4.1 The trenches will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the evaluation. Spoil derived from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.



- 4.4.3 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with WCAS and the client.
- 4.4.4 If human remains are uncovered, the specific methods outlined below (section 4.9.2) will be followed.
- 4.4.5 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with WCAS. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.

4.5 Recording

- 4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.5.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid.
- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record both the detail and the general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes, which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the evaluation.

4.6 Survey

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

4.7 Monitoring

- 4.7.1 The client will inform WCAS of the start of the evaluation and its progress. Reasonable access will be arranged for WCAS to make site visits 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 the client and WCAS.

4.8 Reinstatement

- 4.8.1 Trenches completed to the satisfaction of the client and WCAS will be backfilled using excavated materials in the order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

4.9 Finds

General

- 4.9.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. Where appropriate, soil samples may be taken and



sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 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.
- 4.9.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 2013). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.5 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

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

4.10 Environmental sampling

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).
- 4.10.2 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. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.10.3 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.
- 4.10.4 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.
- 4.10.5 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 (e.g., pollen, diatoms) and macrofossils (e.g., 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 evaluation will be collated, checked for consistency and stratigraphic relationships. Key data will be transcribed into a database, which can be updated during any future analyses. The preliminary phasing of archaeological features and deposits will be undertaken 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 either by trench or by period as appropriate. Detail of all contexts will be provided in trench tables in the appendix of the report.

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 evaluation. Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential. The report will include a table of finds by feature/context or trench.

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. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).

5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.

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



5.3.4 Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.

5.4 Reporting

General

5.4.1 Following completion of the fieldwork and the evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the 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, including trench summary tables;
- 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 evaluation.

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 and the WCAS.

OASIS

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

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 It is recommended that the project archive resulting from the evaluation be deposited with Wiltshire Museum (Devizes). Provision has been made for the cost of long-term storage in the post-fieldwork costs.



6.2 Transfer of title

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

6.3 Preparation of archive

Physical archive

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

Digital archive

- 6.3.2 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.

6.4 Selection strategy

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

6.5 Security copy

- 6.5.1 In line with current best practice (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.



7 COPYRIGHT

7.1 Archive and report copyright

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

7.2 Third party data copyright

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

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

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

8.2 Personnel

- 8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager will be involved in all phases of the investigation through to its completion.
- 8.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in Appendix 1.
- 8.2.3 The following key staff are proposed:

- Project Manager Gareth Chaffey MCIfA



- Fieldwork Director TBC

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

8.3 Internal quality standards

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

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

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

8.4 Health and safety

8.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999*; and all other applicable health and safety legislation.

8.4.2 Wessex Archaeology has a fully compliant health and safety management system that has year on year satisfied the criteria for SSIP certification (Safety Schemes in Procurement). SSIP itself is aligned with PAS91.

8.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.

8.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.



8.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).

8.5 Insurance

8.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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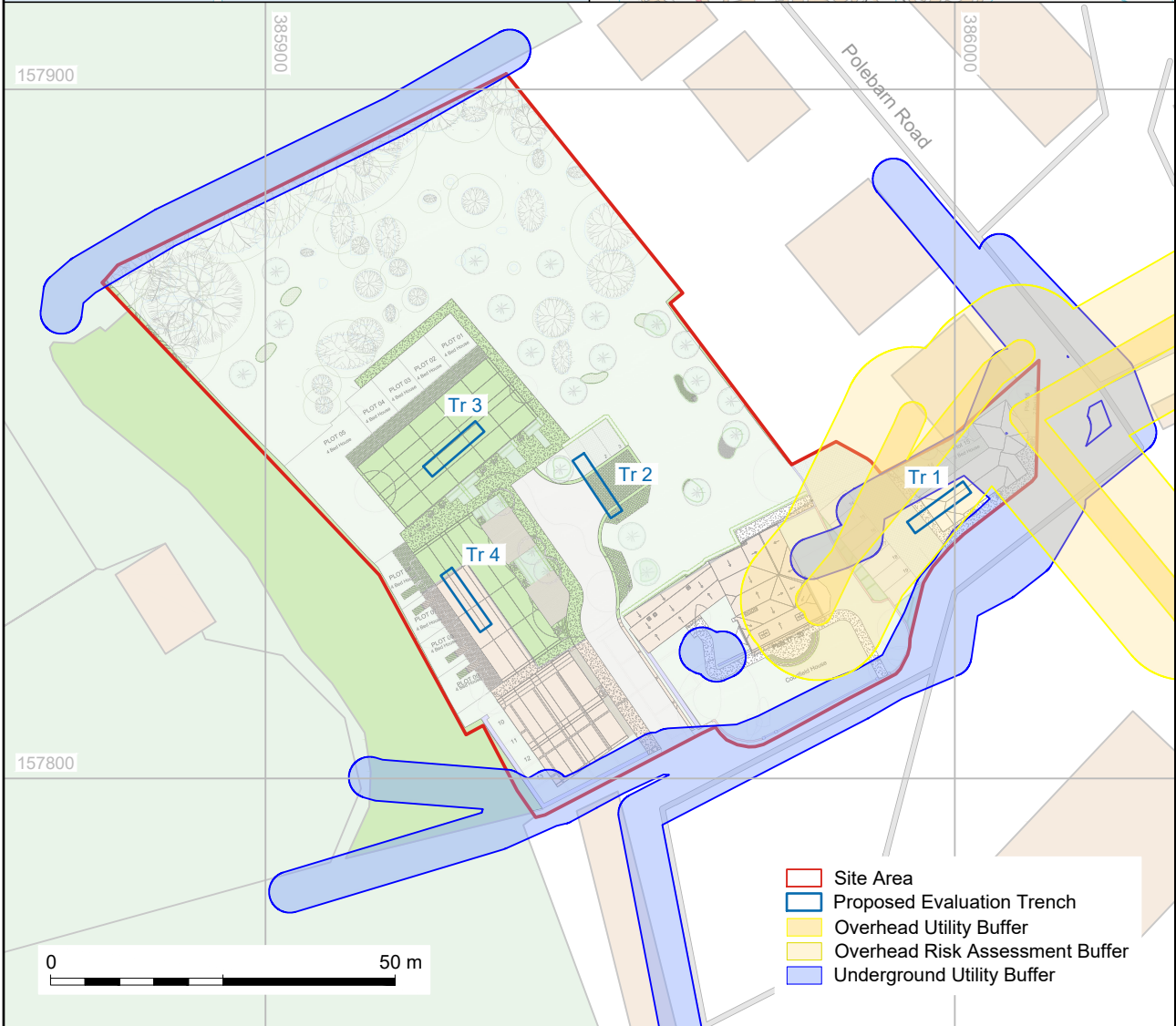
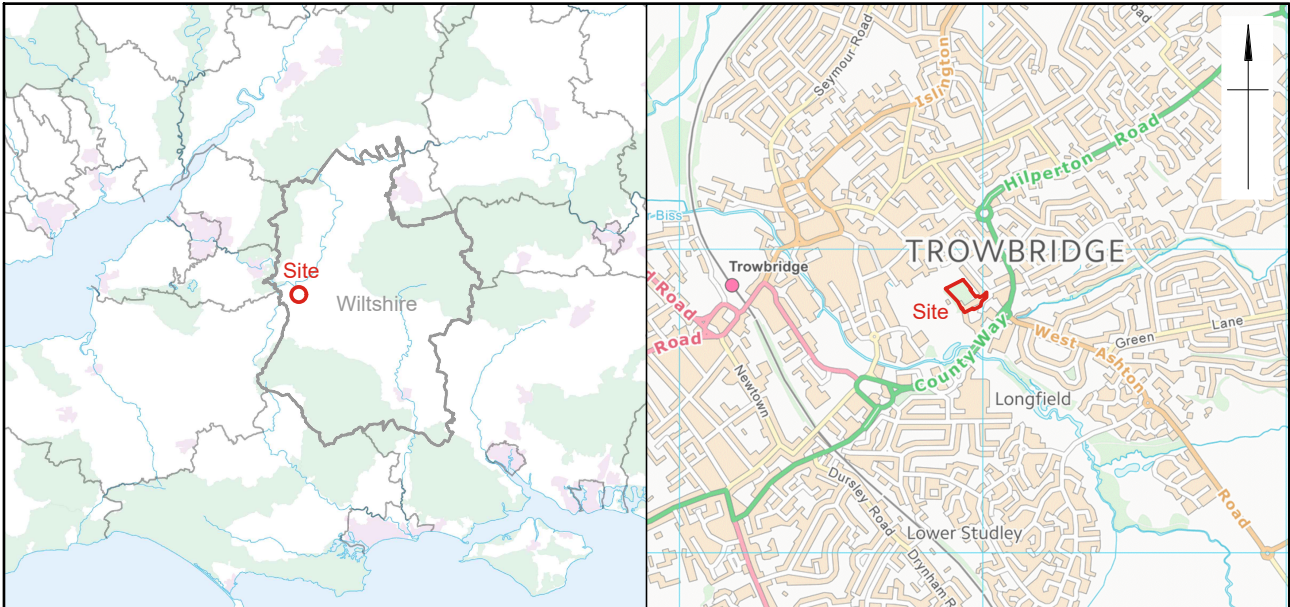
Wessex Archaeology 2020 Courtfield House, Trowbridge, Wiltshire: Heritage Statement
Unpublished client report ref. 201301.01



APPENDICES

Appendix 1 Finds and environmental specialists

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



- Site Area
- Proposed Evaluation Trench
- Overhead Utility Buffer
- Overhead Risk Assessment Buffer
- Underground Utility Buffer

Coordinate system: OSGB36 National Grid
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 Base plan provided by the client.
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Site Plan with Proposed Development and Trench Locations

Figure 1



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