



The Old Vicarage  
1 Anchor Road  
Calne  
Wiltshire

Written Scheme of Investigation for  
Archaeological Monitoring and Investigation

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Portway House  
Old Sarum Park  
Salisbury  
SP4 6EB

[www.wessexarch.co.uk](http://www.wessexarch.co.uk)

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Graphics by	Nancy Dixon

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# The Old Vicarage 1 Anchor Road, Calne Wiltshire

## Written Scheme of Investigation for Archaeological Monitoring and Investigation

### 1 INTRODUCTION

#### 1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Jonathan Soar ('the client') to produce a written scheme of investigation (WSI) for proposed archaeological monitoring and investigation by strip, map and sample excavation of a c. 57.75 m<sup>2</sup> proposed new swimming pool footprint with the potential to monitor the associated works including a terrace, pool house and related works located within the north east corner of the garden of The Old Vicarage, 1 Anchor Road, Calne SN11 8DR. The investigation area is centred on NGR 400034 171000 (**Fig. 1**).

1.1.2 The proposed development comprises erection of a swimming pool together with timber pergola, terrace, pool house and associated works. The works will involve the excavation of the swimming pool footprint measuring c. 50 m<sup>2</sup> (c. 75 m<sup>2</sup> including surrounding walkway) to a depth which will be sculptured to a maximum depth of c. 2 m for the deep end rising up to c. 1 m at the shallow end to allow for the installation of a pre-formed swimming pool form to be inserted into the excavated area. A terrace area of c. 44 m<sup>2</sup> to the east of the pool will also be created, which will involve a minimal depth of impact to create a paved surface and the installation of a pergola to be supported on crossbeams and posts. Existing ground conditions and proposed sections are shown in Appendix 2.

1.1.3 A planning application (18/07094/FUL) submitted to Wiltshire Council was granted on 28 September 2018, subject to conditions. The following conditions relate to archaeology:

#### Condition 3

*No development shall commence within the area indicated at The Old Vicarage until:*

- a) A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and
- b) The approved programme of archaeological work has been carried out in accordance with the approved details.

REASON: To enable the recording of any matters of archaeological interest

1.1.4 The archaeological condition was attached to the approved planning application following consultation by Wiltshire Council with their archaeological planning advisor at Wiltshire Council Archaeology (WCA). The advice provided stated that based on matters considered that "Archaeology. Burials have been found in the near vicinity"; "A condition to secure programme of archaeological monitoring is required".



- 1.1.5 Further consultation by Wessex Archaeology on behalf of the client with WCA confirmed that the archaeological monitoring given the archaeological potential of the site particular in regard of the possibility of human burials being present should comprise of archaeological supervision of ground reduction within the footprint of the development by a programme of strip, map and record investigation. This will ensure that should any archaeology be present within the development footprint that this is dealt with prior to the installation of the proposed swimming pool and associated works.
- 1.1.6 No archaeological investigations have previously been undertaken on the immediate location of the Site in relation to the proposed development. However, in 2002 during groundworks associated with construction of a new garage within the grounds of the Old Vicarage to the south west, six in situ graves with human remains and three partial disturbed human remains were recorded during a rescue investigation within a small area, and were interpreted as being medieval in origin (McMahon 2002). The disturbed burials were reburied along with the other burials which were left in situ.

## **1.2 Scope of document**

- 1.2.1 This WSI sets out the aims of the excavation, 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 archaeological excavation* (CIfA 2014a).
- 1.2.2 This document will be submitted to the County Archaeologist for Wiltshire County Archaeology Services (WCAS), archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the excavation.

## **1.3 Location, topography and geology**

- 1.3.1 The proposed excavation area is located within the grounds of the Grade II listed Old Vicarage. The proposed location for the swimming pool and pergola is within the mature gardens on a flat piece of ground to the north-east of the house.
- 1.3.2 Existing ground levels in the location of the proposed development are c. 73.35 m above Ordnance Datum (aOD). This compares with the location of the burials revealed in 2002, which sits at a height of c. 69.50m in the south west corner of the Old Vicarage plot.
- 1.3.3 The underlying geology is mapped as Stanford Formation – Limestone of the Corallian Group. Sedimentary Bedrock formed approximately 157 to 164 million years ago in the Jurassic Period forming a part of the 'Corallian Ridge' between the rivers Thames and Ock (Vale of White Horse); approximately Swindon to Oxford. Amongst previous names for this bedrock is listed as "Calne freestone and coral rag" (British Geological Survey online viewer)

## **2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

### **2.1 Introduction**

- 2.1.1 There is a paucity of evidence for prehistoric settlement in Calne. However, from the Romano-British period onwards there appears to have been continuous settlement in and around Calne. Three Roman villas have been found within the vicinity of Calne.



- 2.1.2 By the late Anglo-Saxon period Calne belonged to the King, with a villa regia around which grew the settlement. By Domesday the manor was divided between the King and the Church, with a substantial population.
- 2.1.3 In the 16th century Calne was well known as a cloth making centre, which was well located on the main London to Bristol road. The town expanded again in the 19th century, before the population stabilised, closure of the Harris factory in 1983 (employing over 2000 people) affected the town, and the area around the former location of the factory has been fully regenerated (<https://history.wiltshire.gov.uk>).
- 2.1.4 The following section reviews and gives an overview of Sites listed on the Wiltshire Historic Environment Record HER which are relevant to the potential archaeology for the Site. A summary of the results is presented below, with relevant entry numbers from the 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**

### *Rescue recording (2002)*

- 2.2.1 The County Archaeology Service were contacted following the discovery of human remains on the spoil heaps during groundworks for a new garage within the south west corner of the Old Vicarage plot of land.
- 2.2.2 The area monitored measured 16 x 7 m and a total of six *in situ* burials were noted along with the partial disinterred remains of three skeletons (ST97SE554 - McMahon 2002). The stratigraphic sequence observed was 0.5 m of garden soil overlying 0.25 m of made ground, believed to relate to 19th century landscaping, beneath this the grave cuts were visible. The graves were all aligned east – west and had a maximum depth of 0.28 m suggesting prior truncation, presumably from the previous landscaping works. The natural was exposed at 1.05 m below the ground surface.
- 2.2.3 The burials may be medieval in date as the report from 2002 noted that the site is known to have been the location of a monastic lodge or retreat since the 13th century and has documented associations with St Edmund (SU07SW468) so the burials could be interpreted as belonging to the medieval period and be associated with this building.
- 2.2.4 The report did not rule out that the remains could also possibly date to the 16/17<sup>th</sup> centuries as an extension to a known cemetery containing plague victims located to the south of the Vicarage (SU07SW525) .
- 2.2.5 A large drystone wall, c 1.2 m diameter was also noted in the report, it was believed to be post-medieval or later in date as it sealed a layer of yellowish-brown silty clay loam.

## **2.3 Archaeological and historical context**

### *Medieval (1066 - 1500)*

- 2.3.1 The land now occupied by The Vicarage, may be the location of the ancient rectory, in existence since at least 1234, when St. Edmund of Canterbury is known to been residing there at the time of his selection for the Archbishopric of Canterbury (HER SU07SW468)
- 2.3.2 The partial remains from an undated but probably medieval Christian burial were exposed and recorded in Church Street (HER ST97SE553) to the west of the Old Vicarage during pavement renewal outside the church of St Mary. The HER also notes that excavation in



1989 to the north east of St Mary revealed redeposited ground containing an assortment of human bones (ST97SE552).

2.3.3 A castle named Cerne dating to 1139 may be located within the town (HER ST97SE462).

2.3.4 Coleman's Farm, a demolished 19th century farmstead of regular courtyard plan is located less than 100 m to the north-east of the Site, the farmstead is believed to have medieval origins (HER SU07SW459 and MW166704).

#### *Post-medieval (1500 – 1800)*

2.3.5 The Old Vicarage is a Grade II listed building (NHLE 1247332), and possibly stands on the location of a monastic lodge or retreat which may have occupied the site in the medieval period. Prior to the current building a manor house dating from c. 1600 (post reformation period) occupied the site, which became dilapidated and required massive refurbishment to make way for the current building in 1775. This was extended in the early 19th century around 1815 (Jonathan Soar – pers. comm).

2.3.6 A triangular piece of ground opposite the vicarage at Colne is traditionally the burial place of 16th/ 17th century plague victims. In about 1834 the ground was found to contain a large number of human skeletons in unconnected and confused heaps (HER SU075SW525).

### **3 AIMS AND OBJECTIVES**

#### **3.1 Aims**

3.1.1 The aims (or purpose) of the excavation, as defined in the ClfA' *Standard and guidance for archaeological excavation* (ClfA 2014a), are:

- To examine the archaeological resource within a given area or site within a framework of defined research objectives;
- To seek a better understanding of the resource;
- To compile a lasting record of the resource; and
- To analyse and interpret the results of the excavation, and disseminate them.

#### **3.2 Specific aims and objectives**

3.2.1 Following consideration of the archaeological potential of the site based on previous investigation within the immediate vicinity specific aims and objectives of the work will be:

- To better define the nature, extent, character and chronology of the archaeology present on Site with particular reference to the results of the rescue investigation in 2002;
- Can further human burials be identified which can help to date the burials identified in 2002 and define the extent of the cemetery and spread of human remains;
- Can any evidence of the medieval ecclesiastical buildings be identified as well as earlier phases of the existing Old Vicarage be identified;
- To determine whether buried soils or occupation horizons are preserved on the Site;
- To determine the levels of truncation as well as build of material through landscaping that may be present on the site as a result of alterations to the Old Vicarage during the 18<sup>th</sup> and 19<sup>th</sup> centuries as well as in more recent times;



- To better understand the role that topography may play in the location of burials and/or location of earlier buildings that may be present as the current site sits c. 3.5 metres above the level at which burials were recorded in 2002

### 3.3 Research objectives

3.3.1 Following consideration of the archaeological potential of the site and the regional research framework (Webster 2007), the research objectives of the excavation are to:

- Improve our understanding of medieval and later urbanism;
- Use the excavation of medieval and post-medieval burials to study wider population and social issues.

## 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 County Archaeologist for WCA and the client, prior to being implemented.

4.1.2 The excavation will comprise the excavation, investigation and recording of the footprint of the swimming pool area and any shuttering, until it is agreed that the archaeological potential has been exhausted or that any potential archaeological remains are preserved *in situ* and will not be impacted on by this development. Should shallow deposits with archaeological potential be revealed in the proposed terrace (patio, pergola and pool house area) this may require monitoring depending on the construction methodologies and deposit sequences revealed by the pool excavations, any service trenches will be similarly dealt with (**Fig. 1**).

4.1.3 Where any of the associated works i.e. terrace and/or services can be clearly demonstrated to lie within areas of recent landscaping or made ground, the depth of which would be revealed within the footprint of the swimming pool, WCA will be consulted as to the requirement to monitor any groundworks in those areas.

4.1.4 Should complex archaeological remains be revealed (i.e. a large number of *in situ* burials) work will only proceed with the full agreement of the client, and following consultation with WCA

### 4.2 Setting out of the excavation area

4.2.1 The excavation area (also the proposed development footprint) will be set out using GNSS in the position shown on **Figure 1**. Minor adjustments to the layout may be required to take account of any on-site constraints such as vegetation or located services, and to allow for machine manoeuvring. The locations of excavated areas will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSGM15 and OSTN15.

### 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 Prior to groundwork, all archaeological areas will be both visually scanned for clues to indicate the location and alignment of unrecorded services, and electronically scanned



using a proprietary cable avoidance tool (CAT) and Genny. Where necessary, all signals will be marked and investigated by hand-excavated inspection pits

#### **4.4 Excavation methods**

4.4.1 The excavation area 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, and will proceed in level spits of approximately 50–200 mm until either the archaeological horizon and/or the natural geology is exposed. Machining will progress with particular caution due to the potential for the presence of human remains.

4.4.2 Further excavation of archaeological features or deposits will then be undertaken by hand. Excavation and sampling will be undertaken as specified in this document and will be sufficient to resolve the principal aims of the excavation..

4.4.3 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the excavation. The % sample within the footprint of the swimming pool due to its construction method is likely to or may vary between 100% excavation, due to total removal of material at the deep end, to the potential for *in situ* preservation toward the shallow end due to the construction method of sculpting the profile ground to fit a pre-fabricated swimming pool form (Appendix 2 for profile of proposed pool).

4.4.4 The following sampling levels are proposed:

- 50 to 100% of all discrete archaeological features (eg, pits, post holes);
- 50% to 100% of all structural features including all terminals and feature intersections, including *in situ* built remains if revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
- 50–100% of features and deposits associated with specific domestic and /or industrial activities (eg, hearths, ovens, kilns);
- 100% of all inhumation and cremation burials, and other cremation-related deposits; and
- 10–100% of all linear features (eg, ditches, gullies), including all terminals and features intersections.

4.4.5 Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and will also be metal-detected by trained archaeologists to enhance artefact recovery. Artefacts and other finds will be collected and bagged by context.

4.4.6 If human remains are uncovered, the specific methods outlined below (section 4.9) will be followed.

#### **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 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 OS National Grid. The OD heights of all principal



features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings.

- 4.5.3 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. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

#### **4.6 Survey**

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

#### **4.7 Monitoring**

- 4.7.1 The client and/or WA on their behalf will inform the County Archaeologist for WCA of the start of the excavation and its progress. Reasonable access will be arranged for the County Archaeologist for WCA to make site visits in order to inspect and monitor the progress of the excavation.
- 4.7.2 Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the County Archaeologist for WCA acting on behalf of the LPA.
- 4.7.3 The archaeological investigation will only be deemed as complete once it is clear that all archaeological potential has been exhausted and/or the proposed development can be demonstrated to have no further impact on any potential archaeology that can be preserved in situ beneath the proposed depth of development impact. The site will be signed off in consultation with and the agreement of WCA acting on behalf of the LPA.

#### **4.8 Reinstatement**

- 4.8.1 Following the completion of the excavation to the satisfaction of the client and WCA acting on behalf of the LPA, the excavated areas will be fully handed over to the client and their contractor for the continuation of the proposed development without the need for any further archaeological supervision.

#### **4.9 Finds**

##### *General*

- 4.9.1 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, depending on the research objectives of the project. 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 Should human remains require removal, all excavation and post-excavation 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.
- 4.9.4 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*

- 4.9.5 Wessex Archaeology will immediately notify the client and County Archaeologist for 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.

### **4.10 Environmental sampling**

#### *Introduction*

- 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 2015).

#### *Site-specific sampling strategy*

- 4.10.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to effectively target both archaeological and landscape features in order to address the aims and objectives of the project, if appropriate with reference to local or regional research agendas. Any change in strategy will be agreed with the County Archaeologist for WCAS.

#### *Sampling methods*

- 4.10.3 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.
- 4.10.4 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the County Archaeologist for WCAS as appropriate. Specialist guidance will be provided by a member Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.5 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.
- 4.10.6 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 Initially, the archive will be consolidated: all written and drawn records from the excavation will be collated, checked for consistency and stratigraphic relationships. Context data will then be entered into an Access database, which can be updated during any future analyses. A stratigraphic assessment of the context data will be made, this will involve:

- A review of context and stratigraphic groups;
- A preliminary phasing of the site based on recorded stratigraphic relationships, pottery spot-dates and any other relevant information;
- The identification of any problems with stratigraphic interpretation (due to truncation, redeposition, residuality etc.), and problems with phasing (due to low level of finds etc.);
- The identification of site drawings to be digitised;
- The suggestion of possible contexts for radiocarbon or other scientific dating; and
- A quantification of features.

### **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 excavation. The report will include a table of finds by period and/or feature group.

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 Artefacts and other 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, 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 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

### *General*

5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft post-excavation assessment report will be submitted for approval to the client and the County Archaeologist for 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;
- Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the archive might be able to meet the original aims and research objectives of the project;
- Updated Project Design, including summary of recommendations for any further analyses and updated project aims, with proposals for any publication (including a task list scheduling the personnel and resources required for analyses);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

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

### *OASIS*

5.4.4 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.

### *Publication*

5.4.5 The results of the archaeological fieldwork undertaken at the site will be published as one body of work, at least to summary level within one year of completion of all fieldwork in the local county journal “*The Wiltshire archaeological and natural history magazine*”.

5.4.6 Other forms of publication (e.g. ‘popular publication’, electronic media/Internet) may be employed where appropriate. The final nature and most appropriate form of publication



media and all publication matters will be discussed and agreed in advance with the Client and the Archaeological Advisor at WCA acting on behalf of the Local Planning Authority.

## **6 ARCHIVE STORAGE AND CURATION**

### **6.1 Museum**

6.1.1 The site falls within the collecting area of Wiltshire Heritage Museum - Devizes. The museum is not currently accepting archaeological archives. Every effort will be made to identify a suitable repository for the archive resulting from the fieldwork, and if this is not possible, Wessex Archaeology will initiate discussions with the local planning authority in an attempt to resolve the issue. If no suitable repository is identified, Wessex Archaeology will continue to store the archive, but may institute a charge to the client for ongoing storage beyond a set period.

### **6.2 Transfer of title**

6.2.1 On completion of the excavation, 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 Wiltshire Heritage 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 investigation and engage with the local community, while taking into account issues such as Health and 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.
- 8.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

### 8.2 Third party data copyright

- 8.2.1 This document, the post-excavation assessment 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 following key staff are proposed:
- Project Manager      Damian De Rosa
  - Fieldwork Director    TBC



- 9.2.3 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in the Appendix.
- 9.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (eg, annual leave, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

### **9.3 Internal quality standards**

- 9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.
- 9.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project budget from inception to completion; and all aspects of Health and Safety for the project. At all stages the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the team leader or regional director.
- 9.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds and Analysis, GeoServices and IT sections provide additional assistance and advice.
- 9.3.4 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

### **9.4 Health and Safety**

- 9.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.
- 9.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the evaluation. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal



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

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

## **9.5 Insurance**

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



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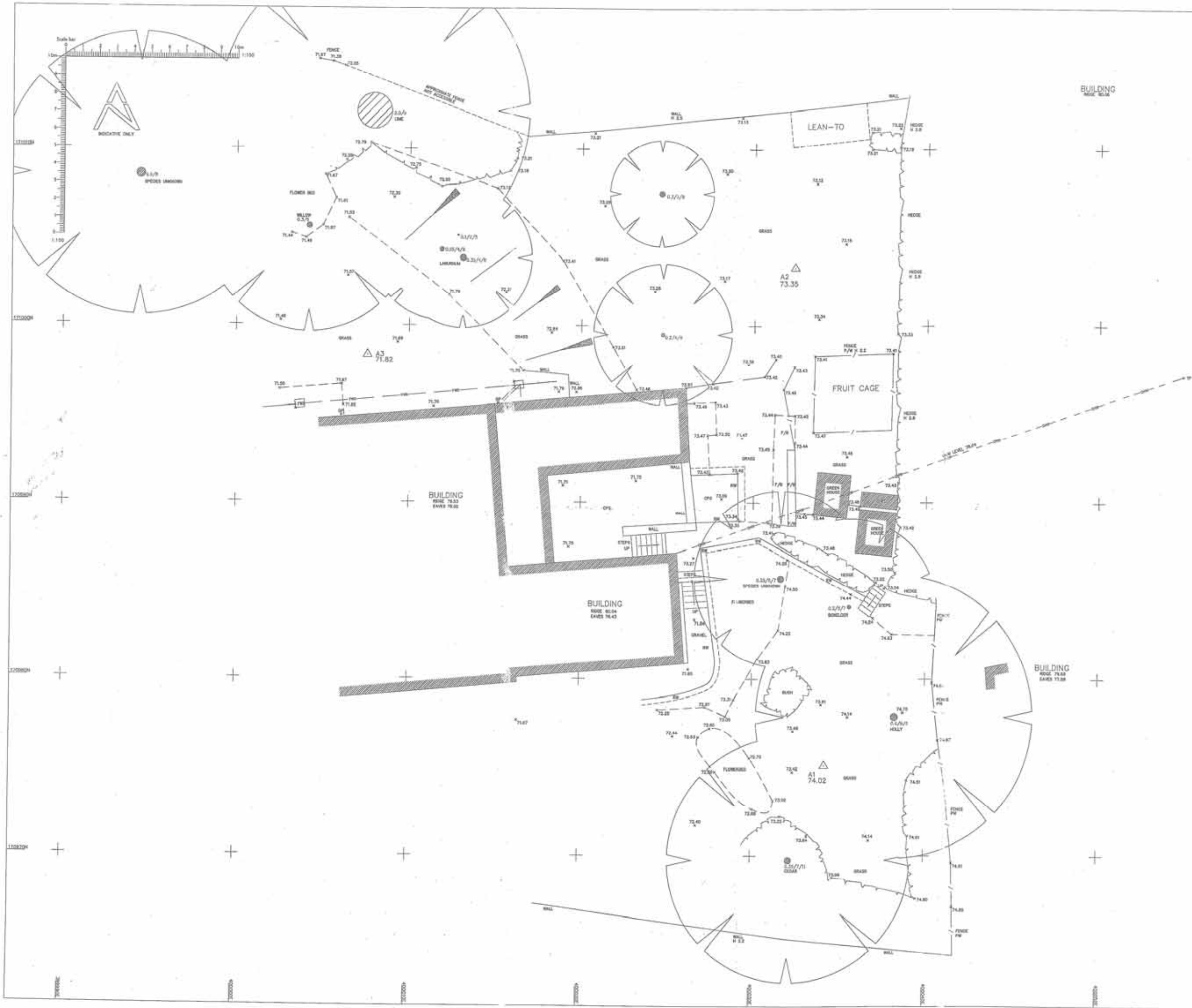
## APPENDICES

### Appendix 1: Post-excavation specialists

Name	Qualifications	Specialism
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Pippa Bradley	BA; MPhil; Dip Post Ex; FSA; MCIfA	Prehistoric flint and worked stone, shale and jet
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Kirsten Egging Dinwiddy	BA; MA; MCIfA	Human remains (inhumations)
Ines Lopez Doriga	BA; MA; PhD	Archaeobotanical remains
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
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
David Norcott	BA; MSc; MCIfA	Geoarchaeology
Richard Payne	BSc; MSc; MPhil	Geoarchaeology
Holly Rodgers	BA; MSc	Geoarchaeology
Lorraine Mephram	BA; MCIfA	Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman;
Sue Nelson	BA; MA; ACIfA	Prehistoric and Romano-British pottery, small finds, glass, and tile
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
Lynn Wooten	BSc; ICON; MIOc	Archaeological conservator



## **Appendix 2: Existing and proposed construction plans and sections**



Coordinate Table				
Station	Eastings	Northings	Level	Description
STN A1	400034.233	170075.124	74.02	Flag
STN A2	400032.331	170003.321	73.35	Flag
STN A3	400077.808	170068.334	71.82	Flag

**Note**

This survey data has been prepared for the client detailed below to an agreed specification. Unless otherwise agreed in writing the liability of 360 Geomatics Ltd is limited to the client or his appointed agent and does not extend to any beyond the limitations of the specification.

360 Survey is based on a local plane grid, the centre of Station A1 is Ordnance Survey National Grid coordinates (500034).

Values have been derived via GPS using the OS active network using the OSN15 transformation model and the OSN15 grid model.

Level datum: Ordnance Datum Mean Sea Level (ODM).

All levels on each sheet are shown unless noted otherwise.

Tree species are for guidance only. If species are critical then expert advice should be sought.

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**Abbreviations (Where Applicable)**

A/R	Assumed Route	M/R	Marker
BH	Benchhole	MT	Manhole
BOL	Bullhead	OC	Overhead Cable
BT	British Telecom Cover	OP	Overhead Pipe
BW	Borax Wire Fence	OSM	Ordnance Survey Bench Mark
BWK	Brickwork	PO	Post Box
CAV	Cable TV Cover	PGM	Permanent Ground Marker
CB	Cable Boarded Fence	PR	Post & Rail Fence
CCV	Closed Circuit TV	PF	Post & Wire Fence
CLX	Chainlink Fence	PFM	Post & Wire Mesh Fence
CPFL	Chainlink Fencing	RE	Roofing Eye
CL	Cover Level	RC	Road Curb
CM	Cable Marker	KN	Road Name
CP	Catch Pit	RS	Road Sign
CPL	Catch Pit Base Level	RM	Rising Wall
CA	Chamber	SWP	San Water Pipe
DX	Drop Valve	SAP	Soiling
DP	Down Pipe	SC	Stop Cock
EJB	Electricity Junction Box	SPH	Spurval
EC	Electricity Cover	STA	Traverse Station
EP	Electricity Pole	SV	Stop Valve
ER	Earthing Rod	SVP	Soil Vent Pipe
FH	Fire Hydrant	SW	Storm Water
FW	Feed into Ground	TD	Telephone Box
FW	Foul Water	TM	Temporary Bench Mark
GU	Gully	TFR	Taken From Records
GV	Gas Valve	TJB	Telephone Junction Box
H	Height	TP	Tow Pin
IC	Inspection Cover	TL	Telephone Pole
L	Level	UL	Unusable To LHM
IR	Iron Rolling Fence	UTL	Unusable To LHM
KB	Keel Outlet	UT	Unusable To Trees
LB	Litter Bin	VP	Vent Pipe
LD	Lamp Column	WPH	Water Run Pipe
LP	Lamp Post	WM	Water Meter
WH	Manhole	WV	Water Valve
		WV	Approximate

**Legend**

	Foul Water Pipe
	Surface Water Pipe

Rev	Details	Initial	Date

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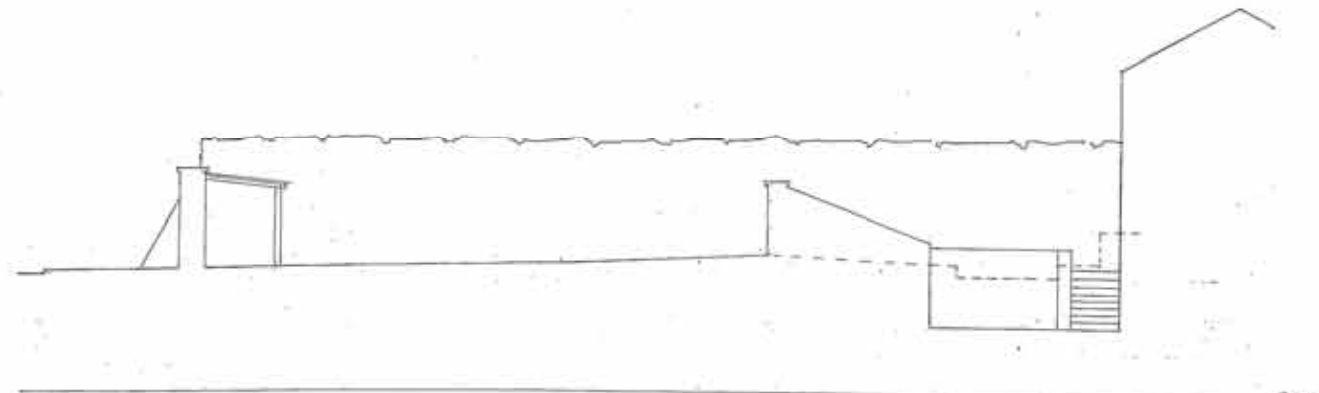
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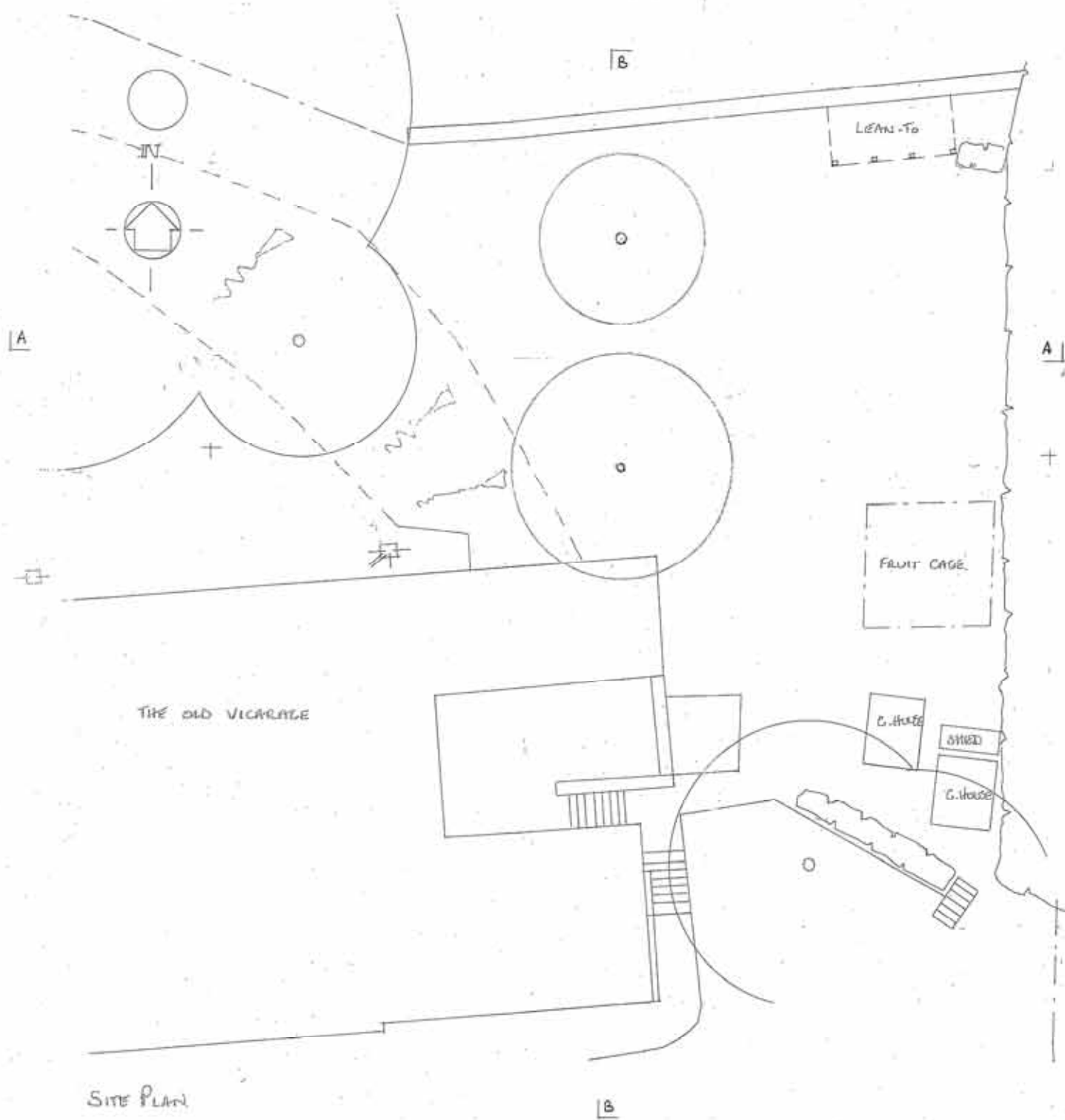
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Section A-A



Section B-B



SITE PLAN

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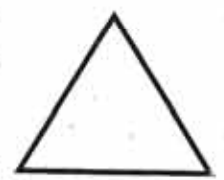
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Title: EXISTING PLAN AND  
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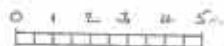
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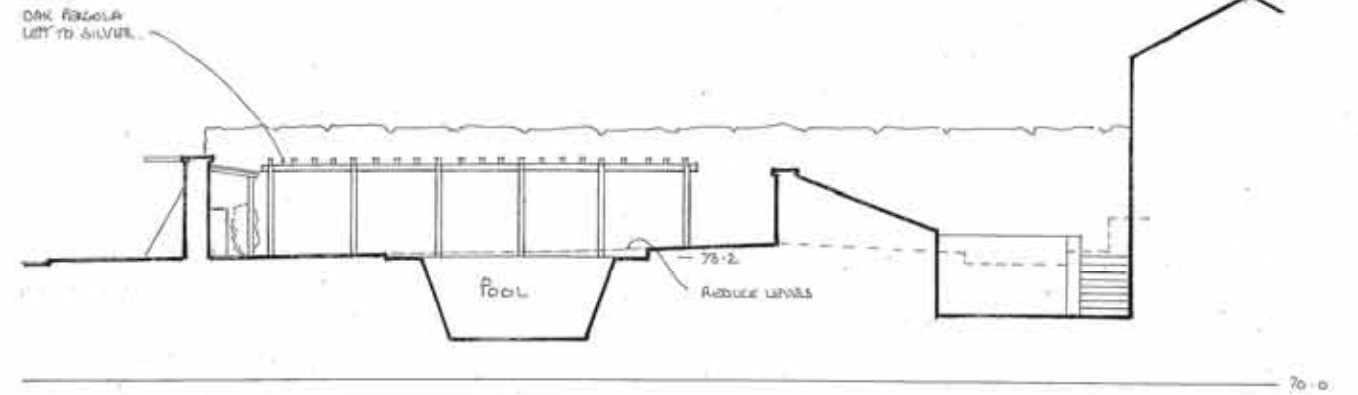
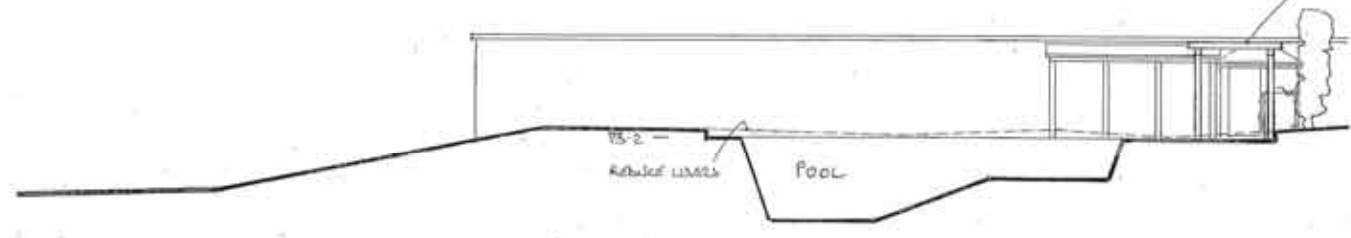
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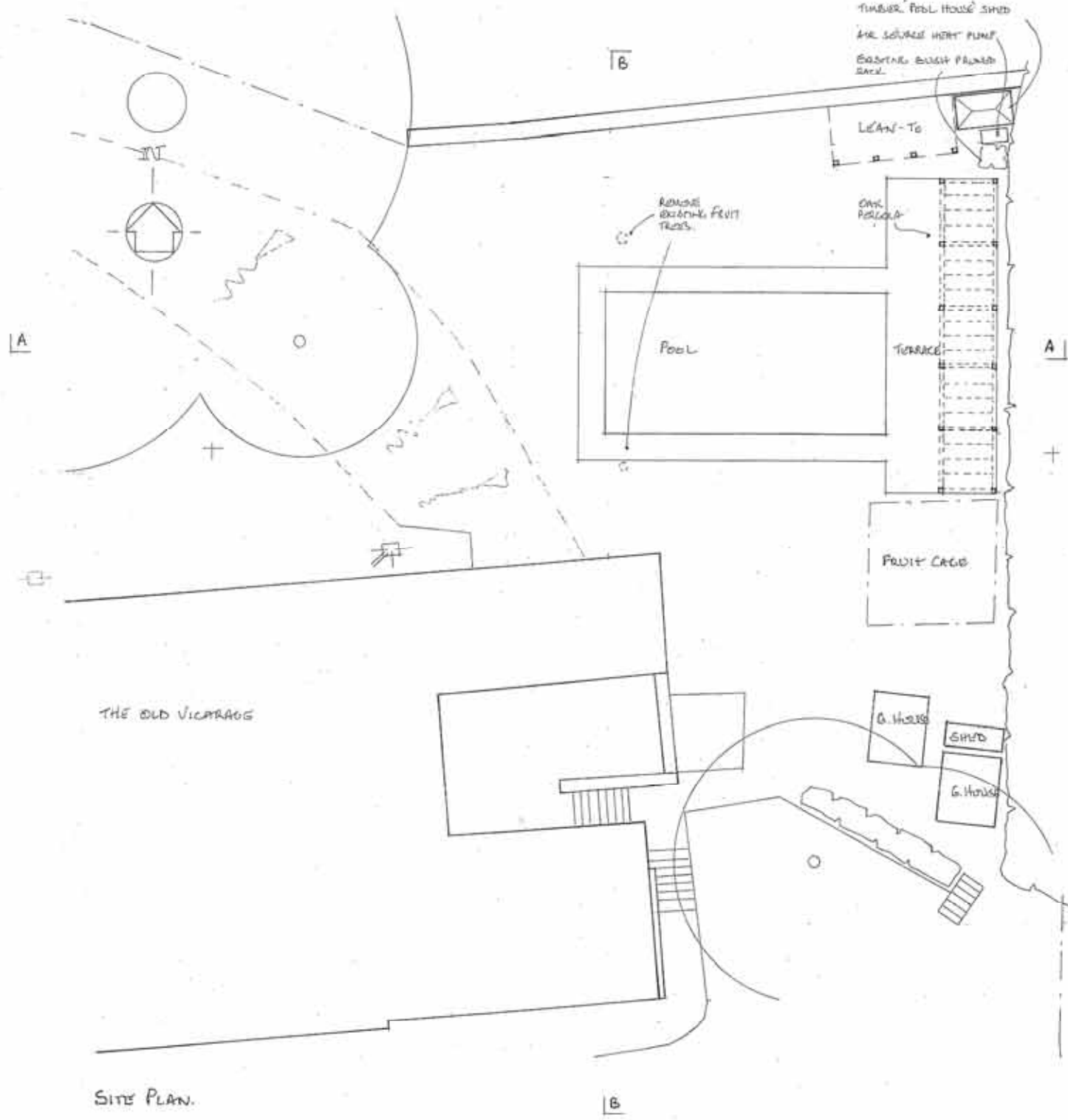
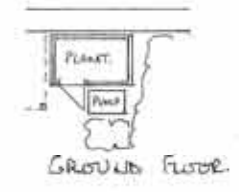
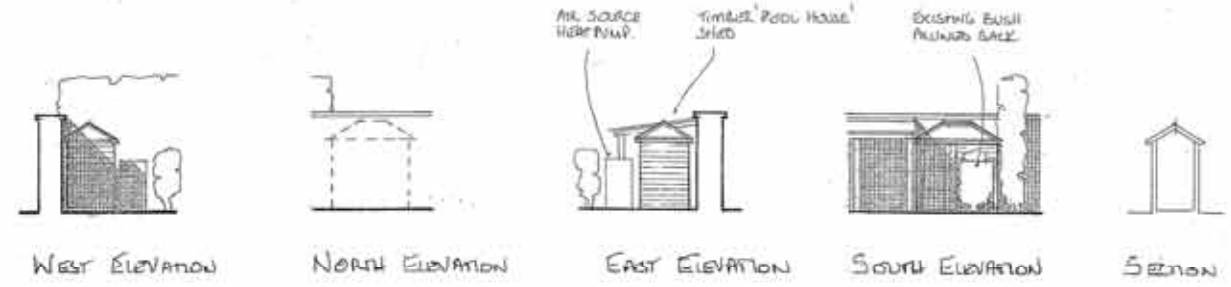


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SECTION A-A / SOUTH ELEVATION



SECTION B-B / WEST ELEVATION



SITE PLAN.

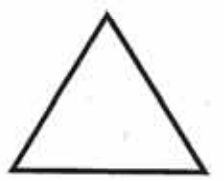
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Title: PROPOSED PLANS, SECTIONS  
 AND ELEVATIONS

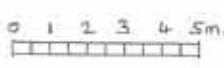
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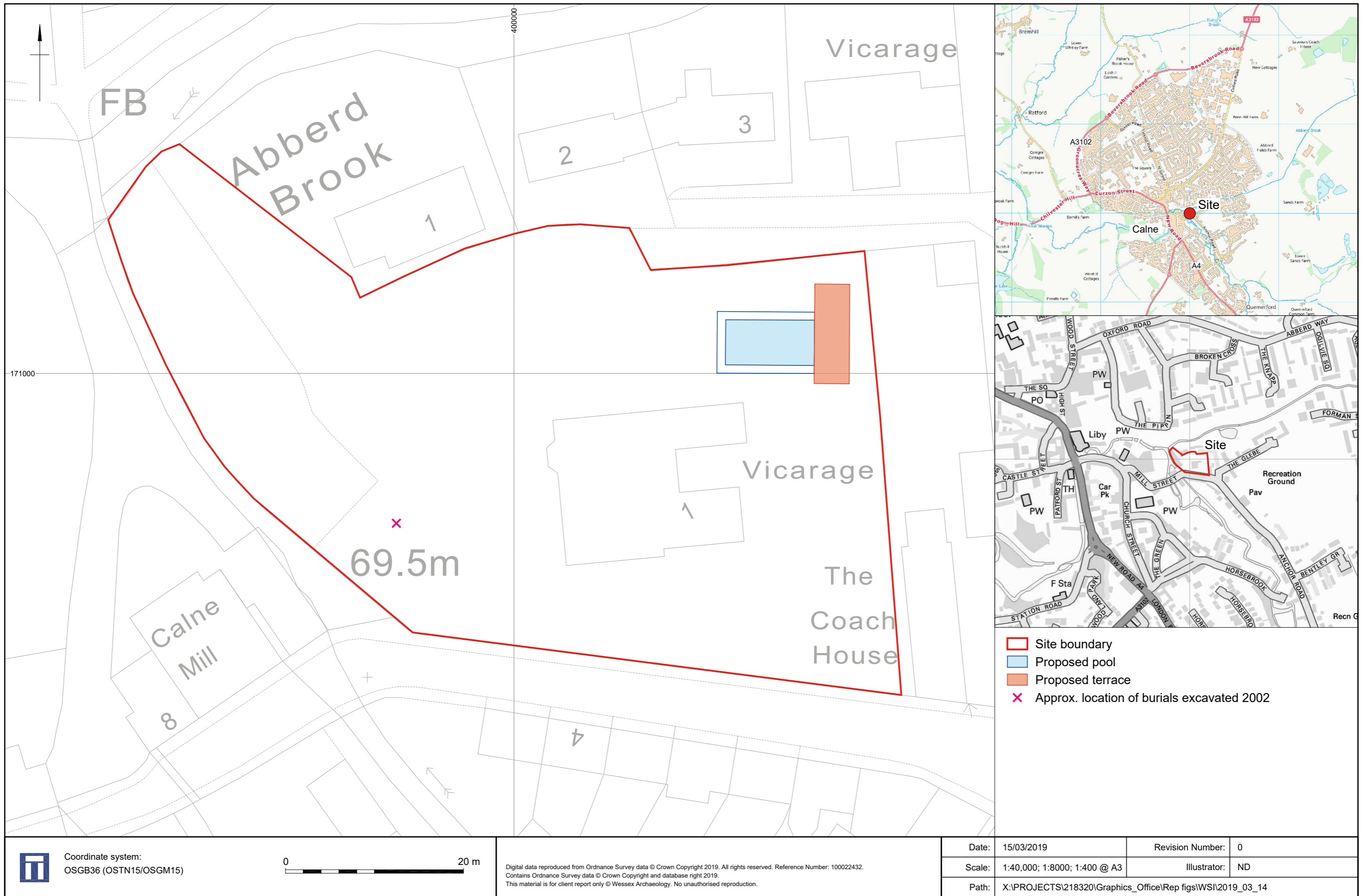
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Site location plan and area of investigation

Figure 1



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