



Land at Uplands Farm, Rattle Road Stone Cross, East Sussex

Written Scheme of Investigation for Archaeological Evaluation

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Written Scheme of Investigation for Archaeological Evaluation

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by CgMs Heritage (Part of RPS) ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation of land at Uplands Farm, Rattle Road, Stone Cross, East Sussex. The evaluation area is centred on NGR 562520 104260 (**Fig. 1**).

1.1.2 Outline planning permission was granted in February 2018 for up to 82 dwellings on the central part of the application site, under reference WD/2013/1704/MAO. Outline planning permission was granted for up to 183 dwellings on the application site, under reference WD/2015/2887/MAO with the variation WD/2017/1521/MFA relating to condition 10, September 2017. The following condition relates to archaeology:

Condition 8

No development shall take place until the applicant has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Local Planning Authority. A written record of any archaeological works undertaken shall be submitted to the Local Planning Authority within 3 months of the completion of any archaeological investigation unless an alternative timescale for submission of the report is first agreed in writing with the Local Planning Authority. AR01

REASON: To enable the recording of any items of historical or archaeological interest, in accordance with the requirements of paragraphs 129, 131 and 132 of the National Planning Policy Framework 2012.

1.1.3 The evaluation will comprise the excavation, investigation and recording of 84 trial trenches (each measuring 30 m x 2 m) with a contingency for a further six trenches to test blank areas if required.

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 2015) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological field evaluation* (CIfA 2014a).

1.2.2 This document is based on a WSI submitted to and approved by the County Archaeologist for East Sussex County Council (ESCC), archaeological advisor to the Local Planning Authority (LPA) (CgMs 2018), and contains additional planning and background information, specifically relating to the recent archaeological investigations undertaken by Wessex Archaeology directly adjacent to the west of the site.



1.3 Location, topography and geology

- 1.3.1 The site comprises pastureland on the eastern edge of the settlement of Stone Cross, a small village of mainly modern origin forming part of the outer northern suburbs of Eastbourne. It is bounded by Rattle Road and a hedgerow-lined green lane to the north, woodland and fields bordering the Lewes to Eastbourne railway line to the south, further fields to the east, and a residential development to the west.
- 1.3.2 According to the most recent data available from the British Geological Survey the underlying geology at the site is Weald Clay. No superficial deposits are recorded (BGS 2018).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 2.1.1 The archaeological and historical background was assessed in a prior desk-based assessment (DBA: ASE 2013), which considered the recorded historic environment resource within the study area of the proposed development.
- 2.1.2 In summary, the site was thought to have a low to moderate potential for containing archaeological deposits relating to Bronze Age activity across the site as a whole, moderate potential for medieval settlement associated with the farmstead and high potential for earlier post-medieval phases of the farmstead. Historic fabric may also survive within the existing buildings.
- 2.1.3 Historical research indicates that the farmstead has existed in its current configuration since at least the mid-19th century, although significantly altered in the later 20th century. Place-name evidence suggests the origins of the farmstead may extend back into the medieval or early post-medieval period.
- 2.1.4 Geophysical surveys (ASE 2013b; 2016) have been carried out at the site. Features were represented by discrete and linear positive anomalies. Evidence for possible archaeological features in the form of discrete and linear positive anomalies were found spread across the available area but concentrated as possible enclosures in the north-eastern corner of the site (Figure 2).
- 2.1.5 Several anomalies in that corner of the site survive as low earthworks, and may indicate former systematic land division. Small areas of magnetic debris, dipolar and possible thermoremanent anomalies may indicate made ground and possible industrial activity.

2.2 Recent investigations

Land South of Rattle Road, Stone Cross, East Sussex (WA 2017)

- 2.2.1 Between June and December 2016 a series of archaeological investigations, including a watching brief, evaluation and strip, map and sample excavation were undertaken directly west of the site.
- 2.2.2 The investigations revealed a relatively low amount of prehistoric activity, including a number of worked flints with upper Palaeolithic characteristics, a small, penannular ditched monument with an associated Bronze Age cremation, and a number of pits.
- 2.2.3 Substantial Romano-British activity was recorded within the site, including a number of ditches likely forming two large rectangular enclosures, both with internal divisions. Additional Romano-British evidence within the site pointed to the presence nearby of a Romano-British settlement, but apparently one of relatively low status.

- 2.2.4 A highly significant partial Anglo-Saxon cremation cemetery was recorded within the site, containing a minimum of 67, potentially up to 84 Anglo-Saxon cremation graves of which at 37 (up to 46) were urned and 24 (up to 32) were unurned and six which may have had components of both. Other mortuary related deposits were also recorded, but the lack of pyre goods and the form of some of the grave goods suggested a date range between the mid-late 5th century and the mid-6th to early 7th century. The cemetery is the only recorded Anglo-Saxon cremation cemetery in East Sussex and as such the site may be considered of national importance.
- 2.2.5 An irregular arrangement of medieval ditches were recorded within the western half of the site, which appeared to relate to a number of phases of enclosure, along with other medieval deposits, suggesting settlement within the enclosure or in the vicinity. This could be associated with the medieval settlement of Cudnow mentioned in the *Domesday Book* and later documents, located 500m north east of the site.

3 AIMS AND OBJECTIVES

- 3.1.1 The overarching objective of the archaeological work is to ensure that any deposits, features, artefacts or ecofacts of archaeological interest exposed by the evaluation are recorded, interpreted and reported on to appropriate standards.
- 3.1.2 There have been numerous recent archaeological investigations in the Stone Cross/Polegate area, mostly along the axis of the Roman Road leading to Pevensey Castle (Roman Anderitum) which runs along the east-west spine of local high ground. Results from these sites have allowed the formulation of a number of area/site specific project aims:
- Establish if scatters of prehistoric flintwork seen at other sites on the Stone Cross/Pevensey axis survive at the current site. Is there evidence of more permanent prehistoric occupation? Is this occupation contemporary with the waterlogged Late Bronze Age site to the south at Shinewater?
 - Establish if any elements of a Romano-British settlement like those found elsewhere on the Stone Cross/Polegate ridge survive at the current site. Are the enclosures seen on the geophysical survey evidence of an organised Romano-British roadside settlement or fields associated with a farmstead?
 - Attempt to closely date any such remains to ascertain if the settlements/farmsteads were occupied at the same time, or offer evidence of shifting settlement through time on the axis of the established routeway;
 - Ascertain if there was any significant industrial element to any Romano-British occupation (cf. possible saltworking at the Bluebells Development)?
 - Clarify the nature of Anglo-Saxon activity in the area, with a view to better interpretation of the enigmatic remains uncovered at the Bluebells development, as well as any additional evidence related to the neighbouring cremation cemetery.
 - Ascertain the character of any medieval settlement/activity focussed on the surviving east-west routeway.



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 ESCC and the client, prior to being implemented.
- 4.1.2 The evaluation will comprise the excavation, investigation and recording of 84 trial trenches (each measuring 30 m x 2 m) with contingency for six further trenches to further test blank areas if required.
- 4.1.3 Before the start of the fieldwork, an accession code will be obtained for the evaluation.

4.2 Earthwork survey

- 4.2.1 Possible earthworks may be located at the eastern end of the site. If this is confirmed during the on-site works then further mitigation in the form of an earthwork survey will be conducted, following agreement with the client and County Archaeologist for ESCC.

4.3 Setting out of the trenches

- 4.3.1 All trenches will be set out using GNSS in the approximate positions shown in **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 trench locations will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSGM15 and OSTN15.

4.4 Service location and other constraints

- 4.4.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.
- 4.4.2 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) in order to verify the absence of any live underground services.

4.5 Excavation methods

- 4.5.1 The trenches will be excavated using a suitable mechanical excavator. The trenches will be excavated through undifferentiated topsoil and modern made ground in spits of no more than 0.10m with artefact recovery taking place every scrape until archaeological deposits are encountered or the top of the underlying natural sediments reached. The excavator will be fitted with a smooth grading bucket and care will be taken that archaeological deposits are not damaged due to over machining. All machining will stop if significant archaeological deposits are encountered.
- 4.5.2 Any exposed archaeological deposits will then be cleaned by hand and recorded in plan and section. During the evaluation archaeological features/deposits will be excavated enough to characterise them. The spoil from the excavations will also be inspected by the excavating archaeologist to recover any artefacts or ecofacts of archaeological interest.
- 4.5.3 A metal detector will be used to scan spoil derived from the excavations and at regular intervals during the excavation of archaeological deposits and features. A general sweep of the site will also be conducted during the on-site investigations. Any future mitigation



such as strip, map sample excavation will be subject to metal detector sweep during the removal of overburden.

- 4.5.4 If human remains are uncovered, the specific methods outlined below (section 4.9.2) will be followed. Any finds believed to fall within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be dealt with as discussed below (section 4.9.4)
- 4.5.5 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with the County Archaeologist for ESCC. 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 in order to enable the depth of stratification to be assessed.
- 4.5.6 In an effort to reduce compromising features a reduced hand excavation sampling strategy will be employed in trenches located over the enclosure systems in the eastern and western sections of the site identified during the geophysical survey (ASE 2016). These areas will be subject to thorough investigation during subsequent excavation mitigation.

4.6 Recording

- 4.6.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system and in accordance with this document and the Sussex Archaeological Standards (WSCC, ESCC, CDC 2017) unless otherwise agreed in writing by the County Archaeologist for ESCC.
- 4.6.2 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.
- 4.6.3 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 evaluation.

4.7 Survey

- 4.7.1 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 OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.

4.8 Monitoring

- 4.8.1 The client will inform the County Archaeologist for ESCC of the start of the evaluation and its progress. Reasonable access will be arranged for the County Archaeologist for ESCC 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 the client and the County Archaeologist for ESCC.



4.9 Reinstatement

- 4.9.1 Trenches completed to the satisfaction of the client and the County Archaeologist for ESCC 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.

4.10 Finds

General

- 4.10.1 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 site-specific objectives. 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

- 4.10.2 Any human remains (articulated or disarticulated, cremated or unburnt) discovered, will be left *in situ*, covered and protected. A Ministry of Justice licence will be obtained by Wessex Archaeology before any further excavation (including where remains are to be left *in situ*). Following discussions with the client and the County Archaeologist for ESCC and with advice from Wessex Archaeology's osteoarchaeologist, the need for and appropriateness of their excavation/removal or sampling as part of the evaluation will be determined. Should human remains require excavation, they will be fully recorded, excavated and removed from the site in compliance with the terms of the Ministry of Justice licence.
- 4.10.3 Any excavation and post-excavation processing of human remains will be undertaken in accordance with Wessex Archaeology protocols, and in line with current guidance documents (eg, McKinley 2013) and ClfA standards (McKinley and Roberts 1993). Appropriate specialist guidance will be provided by Wessex Archaeology's osteoarchaeologist, with site visits undertaken if required. The final deposition of human remains, following analysis, will be in accordance with the terms of the Ministry of Justice licence.

Treasure

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

4.11 Environmental sampling

- 4.11.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015).
- 4.11.2 Bulk soil samples (of 40 litres where possible or 100% of the context if smaller) will be taken to target the recovery of plant remains (including wood charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. Specialist samples may also be taken to target recovery of pollen (using monolith tins), fish and small bone, molluscs, foraminifera, parasites and insects (in small <20 litre samples) or large mammal bones and marine molluscs (in large samples of ~80-100

litres). When taken, large samples will be extracted wholesale from deposits to maximise the range of bone recovered.

- 4.11.3 As a general rule waterlogged wood specimens will be photographed and recorded in detail in their original location prior to being lifted or sampled for more detailed assessment. Other scientific dating and geoarchaeological techniques will be considered and employed where appropriate. In all instances deposits with clear intrusive material shall be avoided.
- 4.11.4 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the County Archaeologist for ESCC as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.

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 an Access database, which can be updated during any future analyses. Archaeological features and deposits 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 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 pottery, bone and worked flint recovered from the excavations will be washed and marked with an appropriate code to identify the site and context. Most ceramic and other building material and burnt flint will be identified, counted, weighed and discarded. Samples will be retained as appropriate. The report will include a table of finds by feature/context or trench.
- 5.2.2 The lithic and ceramic finds will be identified by specialists, and preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 5.2.3 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.
- 5.2.4 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 CifA (2014b).

5.3 Environmental evidence

- 5.3.1 Bulk samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Waterlogged samples will be wet sieved through nested sieves and stored in wet, cool conditions or dried if considered an appropriate form of conservation for the remains.

- 5.3.2 Flots and wet samples may be subsampled for assessment purposes. If waterlogged wood specimens are removed from site they will be cleaned, recorded, photographed and a thin section sample will be taken for identification (unless considered detrimental to the artefact preservation or status). These specimens will be stored submerged in water in cool conditions and assessment will establish whether appropriate for conservation. Specialist samples as well as sub-samples of bulk soil samples (taken to recover pollen, parasites, fish and small bone, foraminifera and insects for example) will be sent to appropriate specialists for assessment and analysis.
- 5.3.3 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.
- 5.3.4 Provision will be made for obtaining charcoal samples for radiocarbon dating from such archaeological features as structural features (e.g. post holes), hearths, kilns or features that contain good artefactual or ecofactual assemblages.

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 completed in accordance with the guidelines set out in the *Sussex Archaeological Standards* (WSCC, ESCC, CDC 2017) and be submitted for approval to the client and the County Archaeologist for ESCC, 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. A further digital copy of the report (including plans, illustrations and photographs) will be supplied to East Sussex Historic Environment Record on CD-ROM in a .pdf format.

Publication

- 5.4.4 At the completion of all archaeological investigations it is proposed that the results be combined with those of the 2017 'Rattle Road, Stone Cross' site to the west and published as part of a combined publication.

OASIS

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

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

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

6.2 Transfer of title

- 6.2.1 On completion of the 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.

6.3 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 Eastbourne Local History 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.
- 7.1.2 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 (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 Rob De'Athe
- Fieldwork Director TBC

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 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.
 - 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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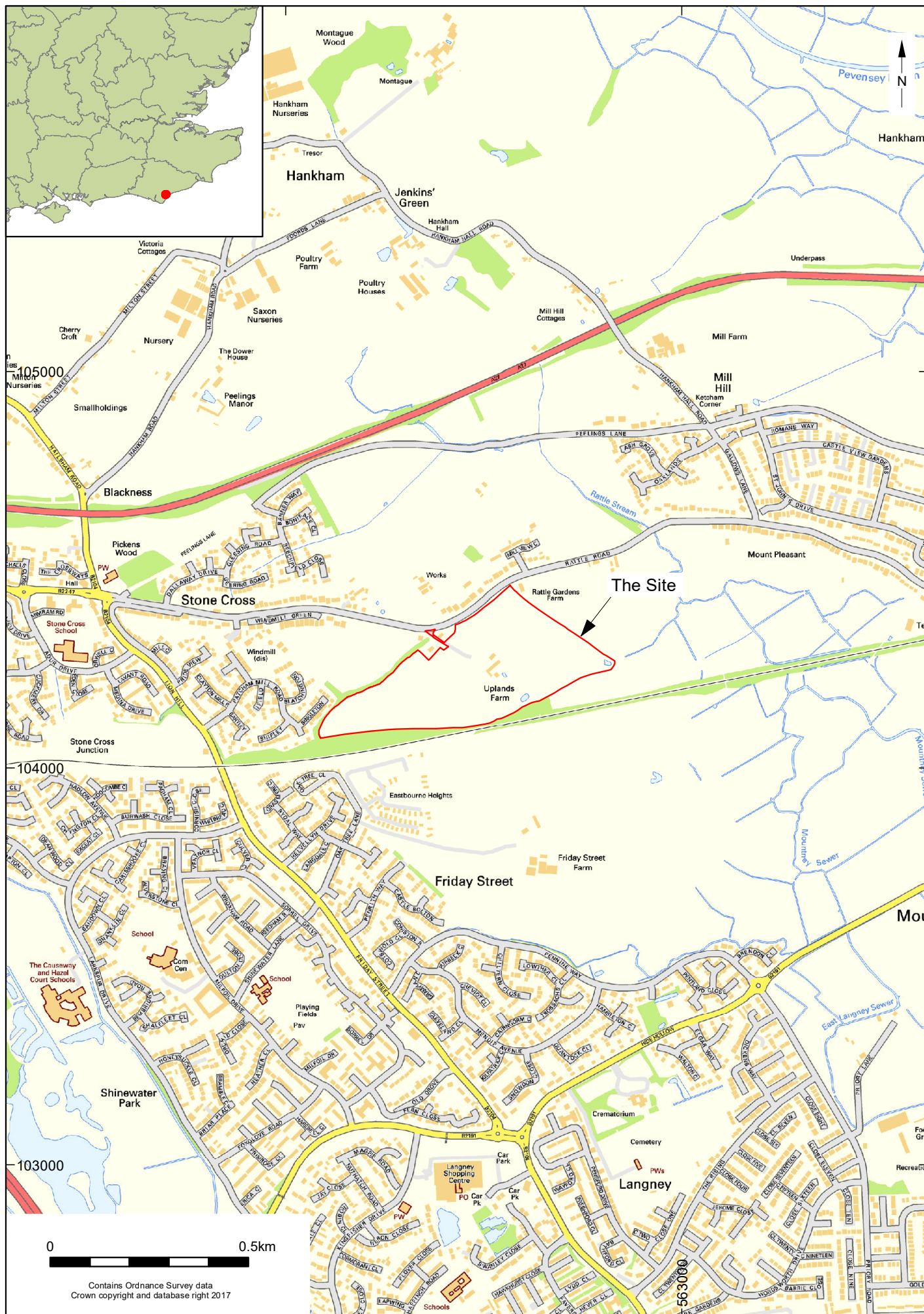
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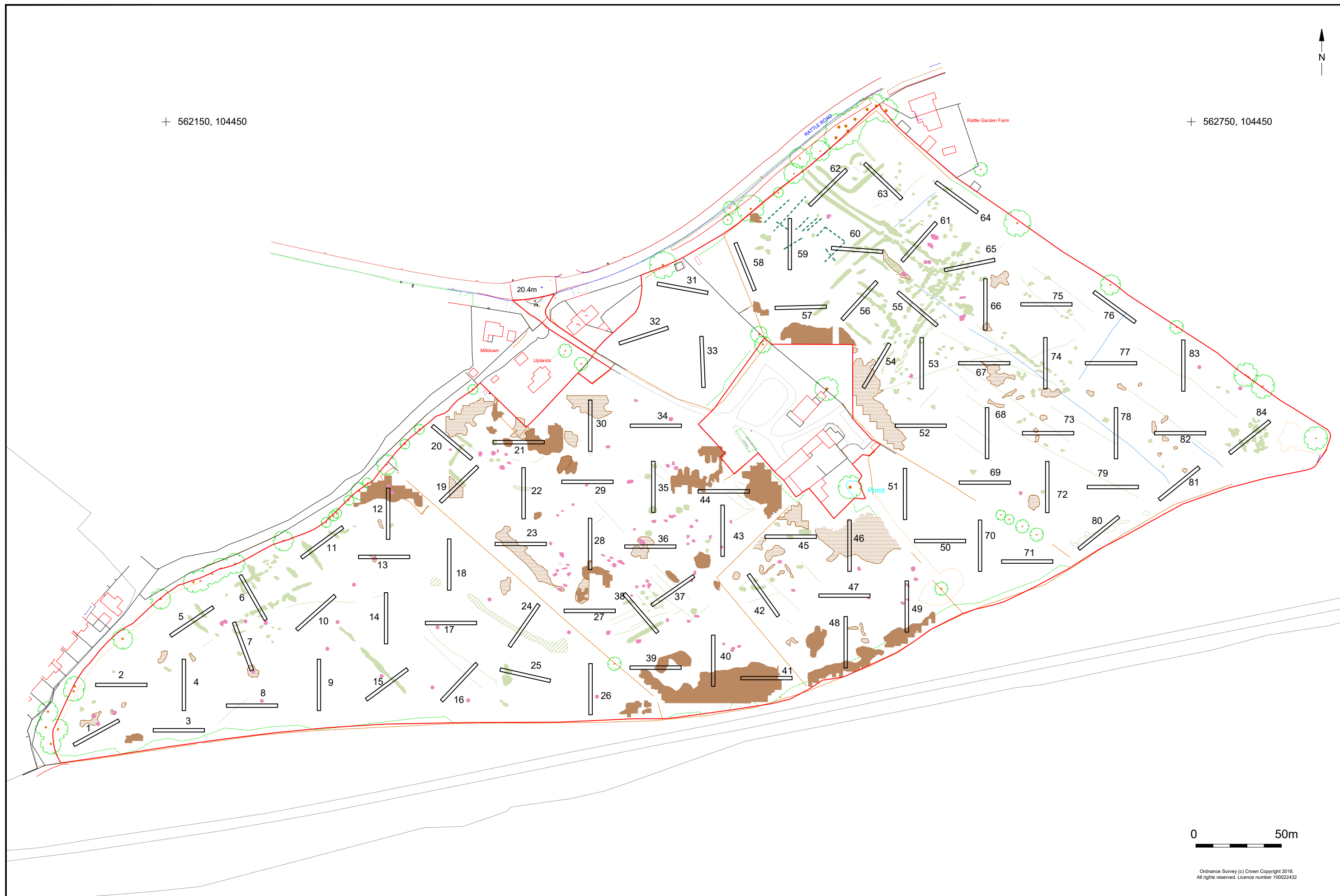
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APPENDICES

Appendix 1 Site Plans



		Uplands Farm, Stone Cross	Fig. 1
Project Ref: 170240	April 2018	Site location	
Report Ref:	Drawn by: JLR		



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		Uplands Farm, Stone Cross	Fig. 2
Project Ref: 170240	April 2018	Trench location	
Report Ref:	Drawn by: JLR		

April 2018
Drawn by: JLR



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