



JOHN MOORE HERITAGE SERVICES

15/03771– LAND ADJACENT TO 7 BEAUMONT CLOSE,

MAIDENHEAD, BERKSHIRE SL6 3XN

NGR SU 86165 79141

ARCHAEOLOGICAL WATCHING BRIEF

WRITTEN SCHEME OF INVESTIGATION

Site Code: MDBC 16
Project Number: 3473

FEBRUARY 2016

1 Introduction

- 1.1 Planning permission for the erection of two dwellings has been granted by The Royal Borough of Windsor and Maidenhead. A condition (11) states:

No development shall take place until there has been secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation, which has been submitted to and approved in writing by the Local Planning Authority.

Berkshire Archaeology, advisors to the LPA, has advised that a watching brief would be appropriate for this development. This Written Scheme of Investigation (WSI) outlines the method by which the watching brief would be carried out during groundworks that could impact on any archaeological remains in order to make a record of any such remains. The first part of the document is site specific while the appendices detail John Moore Heritage Services' standards and general procedures.

- 1.2 The site is located on the north side of Beaumont Close, Maidenhead (NGR SU 8616579141). The site is currently undeveloped and the underlying geology is Upper Chalk (BGS 1981 sheet 269, Solid and Drift).
- 1.3 The site is located within an area of known archaeological potential, particularly in relation to prehistoric remains. The site is located within 300m of a Bronze Age site identified at Cox Green School. Such sites are likely to be dispersed. Archaeological work would enhance the understanding of Bronze Age activity in the area, particularly in regard to scale and extent. Given the previously relatively undeveloped nature of this site, it is likely that any archaeological deposits are well preserved.
- 1.4 The above archaeological background has been taken from Berkshire Archaeology's advice note.

2 Aims

- 2.1 To record any archaeological remains that will be impacted on by the groundworks.
- 2.2 In particular to record any prehistoric or later remains.

3 Strategy

- 3.1 An archaeologist will maintain a presence on site during the course of all excavations that will potentially disturb or destroy archaeological remains. This will include for any ground reduction for the housing footprints and access, the excavation for foundation and service/drainage trenches, and any other significant invasive works including any landscaping.
- 3.2 Any archaeological features or other remains i.e. concentrations of artefacts, will be recorded by written, drawn and photographic record. If features are identified then sufficient work will be done to date, characterise and record the remains in accordance with the project objectives and in line with a sampling strategy (Annex 1, 1.8-1.9). Any variation to this will be agreed with Berkshire Archaeology who will be notified if any archaeological remains are encountered. All artefacts will be collected and

retained except for concentrations of building material where only a representative sample will be retained.

- 3.3 If an 'unexpected discovery' is made Berkshire Archaeology will be notified as soon as possible. Initially consideration will be given to preservation *in situ* but if this is not practical then such discoveries may give rise to a salvage excavation.
- 3.4 Other general methodologies for the work will be in accordance with Annex 1.
- 3.5 All site recording will be carried out in accordance with Appendix 1, 1.12-1.22.
- 3.6 Berkshire Archaeology will be contacted before and during the watching brief in order to allow them to monitor the work and to arrange site visits as appropriate.
- 3.7 An experienced Project Officer or Supervisor will undertake the site monitoring under the overall direction of John Moore MCIfA.

4 REPORT AN ARCHIVE PREPARATION

- 4.1 The draft report will be completed within two weeks of the end of on-site work and submitted to Berkshire Archaeology. The content and style of report will be in accordance with CIfA guidelines and the requirements of Berkshire Archaeology. On acceptance of the draft report the final report will be issued with two hard copies and a digital copy being submitted to the HER.
- 4.2 On completion of the on-site works the site archive will be compiled. This will contain all the data collected during the on-site work, including records and finds. It will be quantified, ordered, indexed and made internally consistent. See Appendix 1, 1-26-1.31.
- 4.3 All retained finds after cleaning, conserving, marking and packaging will be assessed and recorded using *pro forma* recording sheets. Initial artefact dating will be integrated with the site matrix.
- 4.4 All retained environmental samples will be processed and assessed by experienced and qualified staff and recorded using *pro forma* recording sheets.
- 4.5 Relevant specialists will be contracted to undertake any necessary post excavation analysis (see Appendix 3).
- 4.6 The site archive will be assembled in accordance with the guidelines set out in English Heritage's Management of Archaeological Projects 2 and in accordance with the guidelines published in Guidelines for the preparation of Excavation Archives for Long-term Storage (United Kingdom Institute for Conservation, 1990) and the standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission, 1994). In addition to the items referred to in section 4.2 the archive will also contain:
 - Site matrices
 - A summary report synthesising the context records
 - A summary of artefact records
 - A summary of the environmental record

- 4.7 Security copies of the paper record of the archive will be made in fiche form.
- 4.8 A summary report will be prepared for publication in CBA Wessex News. Should significant remains be found then consideration would be given to a more detailed published report in an appropriate academic journal.
- 4.9 A copy of the report will be supplied to the Royal Borough of Maidenhead and Windsor HER on the understanding that it will become a public document after an appropriate period of time. A microfilm copy of the final report and the archive will be submitted to the NMR as a public document.
- 4.10 Arrangements will be made for the site archive to be deposited in an appropriate repository when one is available.
- 4.11 On acceptance of the final report by Berkshire Archaeology an OASIS fieldwork summary form will be completed and submitted to the Archaeology Data Service.

5 GENERAL

- 5.1 All stages of the project will be carried out in accordance with the procedures laid down in MoRPHE (English Heritage 2006).
- 5.2 All work will be carried out in accordance with the standards laid down by the CIfA (2014).
- 5.3 Appendix 2 is relevant.

6 BIBLIOGRAPHY

Chartered Institute for Archaeologists 2014 *Standard and Guidance for an archaeological watching brief*.

English Heritage (now Historic England) 2006 *Management of Research Projects in the Historic Environment*

APPENDIX 1

1 *Area Excavation/Watching Brief*

- 1.1 Prior to any area excavation, appropriate survey (e.g. geophysical, earthwork, contour) or sampling strategy (e.g. for topsoil artefact densities, metal detecting, phosphate analysis) will be undertaken prior to the site strip.
- 1.2 In most cases sites will be mechanically stripped of topsoil and other overburden. An appropriate machine will always be used. This will normally be a 360° tracked excavator with a 1.5 or 1.8m wide toothless bucket. In other cases a JCB 3CX Sitemaster (or similar), or for work with restricted access or working room a mini-excavator such as a Kubota KH 90 will be used. Suitably sized dumpers or lorries will be employed to remove spoil. No plant will be allowed to cross stripped areas.
- 1.3 All machining will be undertaken under the direct control of experienced archaeologists.
- 1.4 All undifferentiated topsoil or overburden will be removed down to the first significant archaeological horizon in level spits. The archaeological horizon to which the material will be cleared will have first been established by an evaluation or by the digging of test pits.
- 1.5 Depending on the aims of the project, the excavated spoil may be monitored in order to recover artefacts. Where their findspots are plotted this will usually be on a 2m grid.
- 1.6 The surface exposed by the stripping will be cleaned using appropriate hand tools.
- 1.7 Should the site grid not have already been established it would be done at the cleaning stage. The grid will normally be based on 10m spacing and related to the National Grid. A temporary benchmark related to Ordnance Datum will be founded
- 1.8 After the cleaning and planning of the excavation area the sampling strategy will be finalised. This will take into account the project aims (which may need modifying at this stage) and the type, quality and quantity of remains revealed. The sampling strategy will normally seek to maintain at least the following levels:
 - all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded, ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m). Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.
 - all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location
 - for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
 - for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
 - for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- 1.9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised plant remains, small bones and small objects, bulk samples of a minimum of 40 litres (but up to 60 litres for early prehistoric features) or 100% of small contexts will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required, sampling incrementally along a suitable stratigraphy (often ditches) for changes of the environment through time. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 1.10 Any finds of human remains will be left *in situ*, covered and protected. The coroner's office will be informed. Excavation, recording and removal will only take place under the relevant Home Office licence and local authority environmental health regulations.

- 1.11 All finds of gold and silver will be moved to a safe place and reported to the Coroner's office according to the procedures relating to Treasure Trove. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

Recording

- 1.12 All on-site recording will be undertaken in accordance with the standards and requirements of the *Archaeological Site Manual* (Museum of London 1994).
- 1.13 A continuous unique numbering system will be employed.
- 1.14 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- 1.15 Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- 1.1.6 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- 1.17 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- 1.18 Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20.
- 1.19 All sections will be accurately related to Ordnance Datum.
- 1.20 Registers of sections and plans will be kept.
- 1.21 A full black and white, and colour (35mm transparency) photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- 1.22 A register of all photographs taken will be kept on standardised forms.

Finds

- 1.23 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- 1.24 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.
- 1.25 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

Archiving, Post-Excavation and Publication

- 1.26 Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the receiving institution. The excavation archive will be security copied and a copy deposited with the NAR before post-excavation analysis begins or as soon after as can be arranged.
- 1.27 On completion of the archive a summary report will be prepared. This will include:
- an illustrated summary of the results to-date indicating to what extent the project aims were fulfilled
 - a summary of the quantities and potential for analysis of the information recovered for each category of site, artefacts, dating and palaeo-environmental data
 - proposals for analysis and publication
- 1.28 The proposals for analysis and publication will include:
- a list of the revised project aims arising from the fieldwork and post-excavation assessment
 - a method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project
 - a list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format
 - details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time a publication synopsis indicating publisher, report format and content shown by chapters, section and subheadings with the anticipated length of text sections and proposed number of illustrations

- 1.29 The summary report embracing the analysis and publication proposals will be submitted to the local planning authority for approval.
- 1.30 Any significant variation in the project design, including timetables, proposed after the agreement of the proposals must be acceptable to the local planning authority.
- 1.31 The results of the project will be published in an appropriate archaeological journal or monograph. The suitable level of publication will be dependent on the significance of the project results, but as a minimum the basic requirements of Appendix 7.1 of *Management of Archaeological Projects* (English Heritage 1991) will be met. A summary of the results will be given in appropriate local publication where available, with consideration given to a fuller publication in a specialist archaeological journal.

APPENDIX 2

2 *General*

- 2.1 The requirements of the Brief will be met in full where reasonably practicable (see also paragraph 2.2).
- 2.2 Any significant variations to the proposed methodology will be discussed and agreed with the local planning authority in advance of implementation.
- 2.3 The scope of fieldwork detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost effective manner. John Moore Heritage Services attempts to foresee all possible site-specific problems and make allowances for these. However there may on occasions be unusual circumstances, which have not been included in the programme and costing. These can include:
- unavoidable delays due to extreme bad weather, vandalism etc.
 - trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions
 - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal

Health and Safety

- 2.4 All relevant health and safety legislation, regulations and codes of practice will be respected.
- 2.5 With the introduction of the Construction (Design and Management Regulations) 2007 John Moore Heritage Services works with Clients, Main Contractors, and Planning Supervisors to create a Health and Safety Plan. Each project will have its own unique plan.

Insurances

- 2.6 John Moore Heritage Services holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
- 2.7 John Moore Heritage Services will not be liable to indemnify the client against any compensation or damages for or with respect to:
- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
 - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by John Moore Heritage Services) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.
- 2.8 Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

- 2.9 John Moore Heritage Services will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved;

- excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- 2.10 John Moore Heritage Services will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
- 2.11 John Moore Heritage Services will advise the Client of any such materials supplied in the course of projects, which are not John Moore Heritage Service's copyright.
- 2.12 John Moore Heritage Services undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition John Moore Heritage Services further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect John Moore Heritage Service's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

- 2.13 John Moore Heritage Services conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.
- 2.14 Project Directors normally will be recognised in an appropriate Area of Competence by the Institute of Field Archaeologists.
- 2.15 Where practicable John Moore Heritage Services will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

APPENDIX 3

Specialists that may be used for analysis of materials include:

Prehistoric pottery	Dr. Frances Raymond	Berks Archaeological Services
Romano-British pottery	Dr Jane Timby	Free-lance specialist
Lithics	Dr. Martin Tingle	Free-lance specialist
Medieval and post-medieval pottery	Paul Blinkhorn	Free-lance specialist
Plant macro remains, insect remains and molluscs	Dr. Mark Robinson	Oxford University Environmental Archaeology Unit
Human remains	Linzi Harvey	Free-lance specialist
Animal bone	Claire Ingrem	Free-lance specialist
Tile and brick	Simona Denis	JMHS