

Windroos Nursery Littlehampton, West Sussex

Written Scheme of Investigation for Archaeological Evaluation

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wessexarchaeology



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Windroos Nursery Littlehampton, Kent

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 a 2.3 ha parcel of land located at Windroos Nursery, Littlehampton, West Sussex. The evaluation area is centred on NGR 503604 103446 (**Fig. 1**).

1.1.2 The proposed development comprises the demolition of the existing buildings upon the site and the construction of 91 dwellings with improved access onto Worthing Road.

1.1.3 A planning application (LU/229/10) submitted to Arun District Council, was granted on the 28th of September 2011, subject to conditions. The following conditions relate to archaeology:

Condition 19 An archaeological investigation of the site shall be carried out at the expense of the developer in accordance with a specification to be submitted to and agreed by the Local Planning Authority in writing following the demolition of any existing buildings and before the commencement of building works.

Reason: To ensure appropriate investigation and recording of archaeological Heritage Assets on the site prior to commencement of new building works, in accordance with saved policy AREA17 of the Arun District Local Plan and PPS5 (Planning for the Historic Environment)

1.1.4 The archaeological investigation will entail an evaluation that will comprise the excavation, investigation and recording of 9 trial trenches (one measuring 20 m by 1.8 m, three measuring 40 m by 1.8 m and five measuring 50 m by 1.8 m).

1.1.5 This evaluation is part of staged approach in determining the archaeological potential of the site, and follows other non-intrusive archaeological work, including a desk-based assessment (WA 2010). Dependant on the results of the evaluation detailed within this WSI, further mitigation works may be required. The need for mitigation work, and its scope, will be determined in consultation with the archaeological advisor to the Local Planning Authority and the Client.

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 will be submitted to the Archaeology Officer for West Sussex County Council, archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the evaluation.

1.3 Location, topography and geology

- 1.3.1 The proposed evaluation area is located on Worthing Road (A259) in Littlehampton, West Sussex, BN17 6LY. Worthing Road forms the southern site boundary, Norway Lane is to the east, and residential development lies to the north and west.
- 1.3.2 The site currently contains four individual buildings / structures, with the ground surface being a mix of concrete, hardstanding and open uneven ground. A number of spoil heaps are also present across the site.
- 1.3.3 Existing ground levels slope from 7.44m OD in the south 5.78m OD in the north.
- 1.3.4 The underlying geology is mapped as New Pit Chalk Formation. This becomes undifferentiated chalk formations, comprised of Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation, Culver Chalk Formation And Portsdown Chalk Formation at the southern site boundary. These are overlain by River Terrace Deposits of sand, silt and clay (British Geological Survey online viewer).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior desk-based assessment (DBA: WA 2010), which considered the recorded historic environment resource within a 1 km study area of the proposed development. The results of which are presented below. Additional sources of information are referenced, as appropriate.

2.2 Previous archaeological work within the 500m of the site boundary

Excavations at the Toddington Nursery Site

- 2.2.1 Excavations on land formerly occupied by Toddington Nurseries, Littlehampton approximately 500m west of the site, recorded evidence for activity dating from the Mesolithic to the post-medieval period.
- 2.2.2 The uppermost deposit, which overlay the topsoil, consisted of general demolition detritus from the nursery's greenhouses and mushroom sheds such as glass, brick and concrete. Below this, the topsoil was up to 0.30m thick, although it varied in depth across the site between 0.2m to 1m, and was particularly shallow to the north-west. This subsoil most probably represents a colluvial layer extending across the majority of the site.
- 2.2.3 Identified Middle and Late Bronze Age occupation comprised a hollow way, wells, and a possible roundhouse with associated spreads of domestic material. Two Neolithic axes recovered from the terminal of a Bronze Age ditch may have been deliberately deposited. Another apparently deliberately placed deposit consisted of a near-complete pot filled with burnt stones, a quern fragment and worked flint.
- 2.2.4 Intensive cereal production during the Romano-British period was indicated by environmental remains recovered from a double ditched field system and pits. It is suggested that the field system was part of a wider agricultural complex associated with the estate of Angmering Roman villa situated approximately 900m to the south of the site. A small number of sherds of Saxo-Norman pottery were found, however by the early medieval



period agricultural activity resumed with the creation of a trackway with a metalled surface, associated drainage ditches and part of a field system.

- 2.2.5 Prior to the mitigation excavations at the site, extensive trial trenching was undertaken by Oxford Archaeology where many of the archaeological features and deposits present on the site were initially identified.

Archaeological evaluation at the Horticultural Research International site

- 2.2.6 Archaeological evaluation was undertaken at the site by Thames Valley Archaeological Services in 1995 where evidence for a considerable amount of archaeological activity was identified. The site lies less than 500m to the east of the current application area.

- 2.2.7 Deposits and material relating to archaeological activity from the Bronze Age to the Romano-British period and a small number of medieval finds were recorded.

Archaeological evaluation at the Highfield Poultry Farm site

- 2.2.8 Archaeological evaluation was undertaken in 1993 by South Eastern Archaeological Services at a site lying approximately 500m to the west of Toddington Lane.

- 2.2.9 No archaeological features were recorded at the site although small quantities of prehistoric and Romano-British pottery were recovered.

2.3 Archaeological and historical records

Earlier Prehistoric

- 2.3.1 In addition to the evidence for prehistoric exploitation of the area discussed above, the WSHER identifies the locations of a two prehistoric features within the Study Area. Both include evidence for Bronze Occupation. A number of findspots of prehistoric stone/flint tools are also recorded.

Iron Age

- 2.3.2 Iron Age occupation evidence has been recorded at a number of locations, including the Watersmead Industrial Park which lies immediately to the east of the site where quantities of Iron Age pottery was recovered from deposits likely to be indicative of domestic occupation.

- 2.3.3 Evidence for iron Age occupation at the Littlehampton Roman Villa site indicates a continual human presence in the area from the prehistoric into the historic period.

Romano-British

- 2.3.4 There is a high level of evidence relating to Romano-British occupation of the Toddington area of Littlehampton. In addition to the sites outlined above, an agricultural building and a number of finds of Romano-British ceramics were identified along the route of the Rustington Bypass which lies just to the east of the site. The presence of the agricultural building lying to the north of the Roman Villa site indicates that the site very likely lies within an extensive Romano-British landscape.

- 2.3.5 The record of a cremation to the north of Toddington Lane, some 800m north-west of the site is also of note. Although it was normal practice for burials to be interred outside areas of urban/semi-urban domestic occupation in the Romano-British period, it is not uncommon to find them along field boundaries or the edge of routeways within more agrarian landscapes, such as that indicated in the Toddington area.



Saxon and medieval

- 2.3.6 Although it is likely that the site and its environs were in agricultural use during the medieval period, very little evidence for Saxon or medieval activity has been identified within the Study Area to date. A Saxon linear feature was recorded at The Poplars, to the east of the site and small quantities of Saxo-Norman ceramics were recovered from the Toddington Nursery site along with some evidence for medieval period features of likely agricultural origin (see 2.2, above).

Post-medieval

- 2.3.7 Given the predominantly brickearth geology of the area, the presence of a relatively substantial brick working industry in the area is not unexpected. The sites of brick works are recorded at WA35-WA39 and WA41, all lying to the west of the site. There is no evidence for the industry having been undertaken on the site, however, brickearth was recorded at the Toddington Nursery site to the immediate west of the site so the potential for brick working or brickearth extraction should be considered. Should extensive brickearth quarrying have been undertaken at the site, then this activity may have impacted negatively on existing archaeological features/deposits which may have been present.

- 2.3.8 Historic mapping illustrates the site to have remained under agricultural usage from at least the earlier part of the 19th century, with no evidence for any earlier development in the area.

Post-medieval Listed Buildings

- 2.3.9 A total of 5 Listed Buildings are recorded within the Study Area. All are of post-medieval date and all are Listed Grade II. The structures lie to the north and west of the site, the closest being Leila Cottage approximately 300m to the north-west.

19th and 20th century

- 2.3.10 The railway line passes some 200m north of the site, with the unlisted 19th Wick century railway station located c. 900m to the north-west.
- 2.3.11 Other features of note comprise a group of World War II defensive structures and sites including Littlehampton's perimeter defences. With the exception of an Anti-tank vertical rail situated approximately 600m to the north-west, all known World War II features are located over 700m south of the site.
- 2.3.12 The site itself contains a number of structures, including a bungalow, all of which it is assumed are 20th century constructions.

3 AIMS AND OBJECTIVES

3.1 General aims

- 3.1.1 The general aims (or purpose) of the evaluation, in compliance with the ClfA' *Standard and guidance for archaeological field evaluation* (ClfA 2014a), are:
- To provide information about the archaeological potential of the site; and
 - To inform either the scope and nature of any further archaeological work that may be required; or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource); or a management strategy.

3.2 General objectives

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



- To determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
- To establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
- To place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- To make available information about the archaeological resource within the site by reporting on the results of the evaluation.

3.3 Site-specific objectives

3.3.1 Following consideration of the archaeological potential of the site, the site-specific objectives of the evaluation are:

- To determine if the Bronze Age to Romano-British evidence encountered at the Toddington Nursery site continues into the development site; and
- To determine if evidence for 19th century agricultural activity exists upon the site.

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 Archaeology Officer and the client, prior to being implemented.

4.1.2 The evaluation will comprise the excavation, investigation and recording of 9 trial trenches (one measuring 20 m by 1.8 m, three measuring 40 m by 1.8 m and five measuring 50 m by 1.8 m).

4.2 Setting out of the trenches

4.2.1 All trenches will be set out using GNSS in the approximate positions shown in **Figure 1**. The trench layout may be subject to change to account any on-site constraints such as vegetation, overhead cables, 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.

4.3 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 The client has advised that slow worms have been encountered upon the site. The client is to arrange for an ecological watching brief to be undertaken during the evaluation.

4.3.3 Data provided by the client indicate that a gas easement is within the western site boundary. Trenches have been positioned so as to avoid this area. Plant is to avoid tracking over this area.

4.3.4 Overhead cables have also been advised as being present. Trenches have been positioned to provide a safe buffer zone in which the plant can work. The client is providing goal posts that are to be in place prior to plant movement within the vicinity.



- 4.3.5 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.

4.4 Excavation methods

- 4.4.1 The trenches will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the evaluation. Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.4.3 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with the Archaeology Officer and the client.
- 4.4.4 If human remains are uncovered, the specific methods outlined below (section 4.9.2) will be followed.
- 4.4.5 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with the Archaeology Officer. 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 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 evaluation.



4.6 Survey

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

4.7 Monitoring

- 4.7.1 The client will inform the Archaeology Officer of the start of the evaluation and its progress. Reasonable access will be arranged for the Archaeology Officer 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 Archaeology Officer.

4.8 Reinstatement

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

4.9 Finds

General

- 4.9.1 All archaeological finds 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

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Archaeology Officer regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.9.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and 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.
- 4.9.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.9.6 Wessex Archaeology will immediately notify the client and the Archaeology Officer 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

- 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).
- 4.10.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts 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.
- 4.10.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Archaeology Officer as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records from the 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 retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the evaluation. The report will include a table of finds by feature/context or trench.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.



- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods 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 evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the Archaeology Officer, for comment. Once approved, a final version will be submitted.
- 5.4.2 The report will include the following elements:
- Non-technical summary;
 - Project background;
 - Archaeological and historical context;
 - Aims and objectives;
 - Methods;
 - Results – stratigraphic, finds and environmental;
 - Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
 - Archive preparation and deposition arrangements;
 - Appendices, including trench summary tables;
 - Illustrations; and
 - References.
- 5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to evaluation.



Publication

- 5.4.4 If no further mitigation works are undertaken, a short report on the results of the evaluation will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Archaeology Officer.

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 Littlehampton 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. An accession number will be issued when the archive is presented for deposition.

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 Littlehampton 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 Sarah Barrowman
- 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).

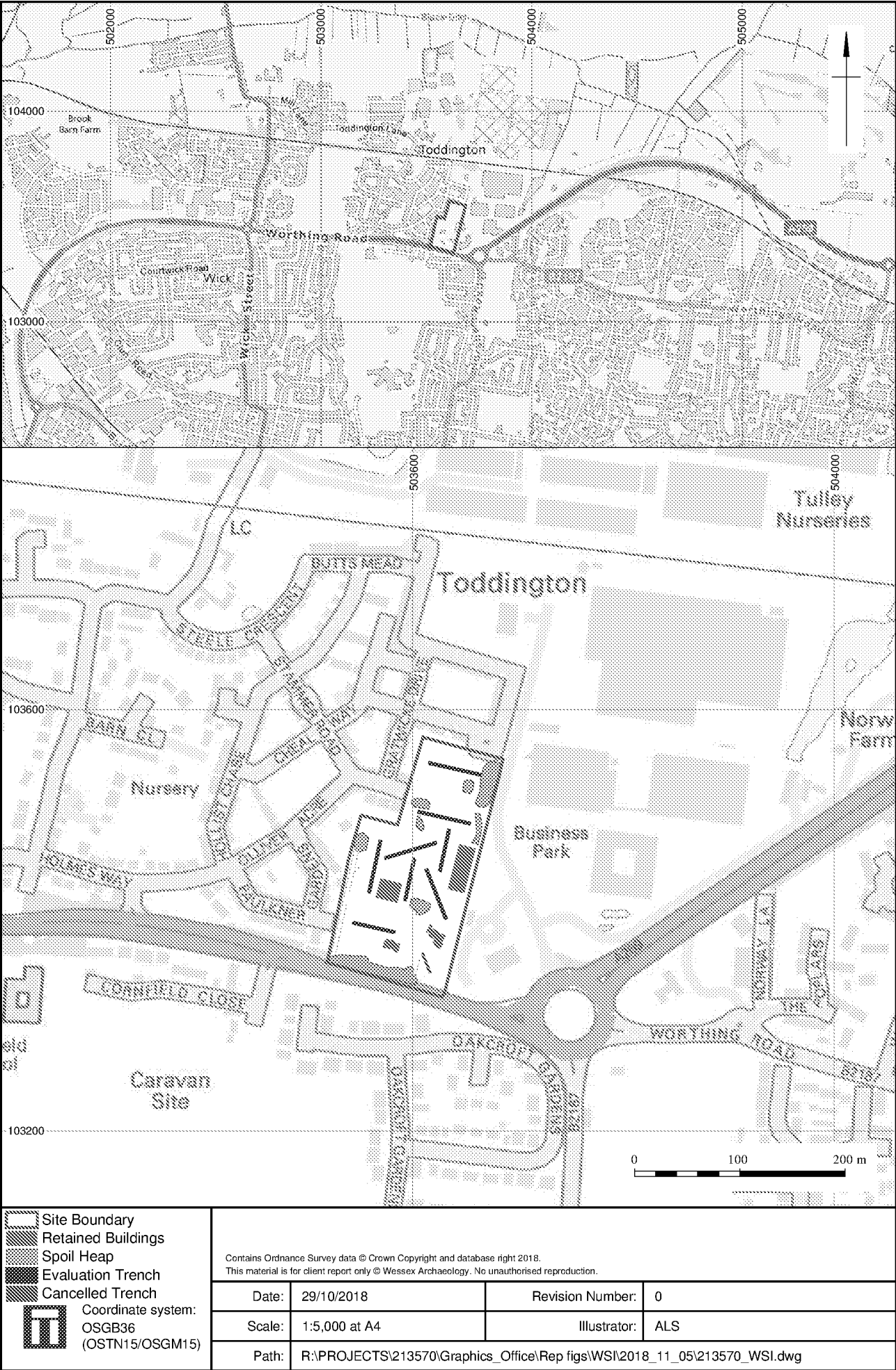
8.5 Insurance

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



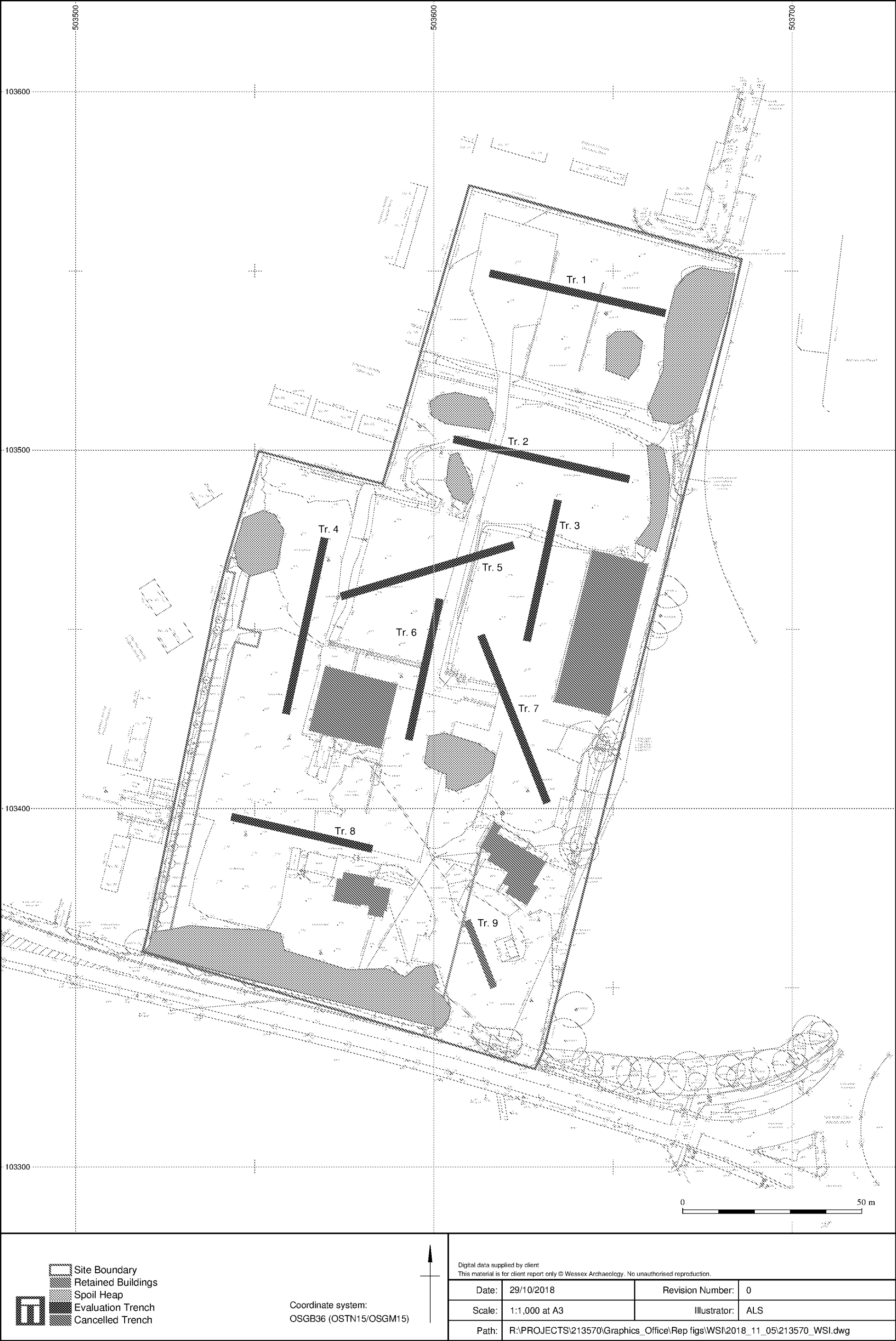
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Site location

Figure 1



Trench Layout

Figure 2



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