

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL EVALUATION

42-44 London Road, Bagshot, Surrey

Site Code: SLRB21

Planning Ref: 18/1083

JA27208
June 2021

CONTENTS

1	INTRODUCTION	5
2	BACKGROUND	6
3	RESEARCH DESIGN	10
4	ARCHAEOLOGICAL METHODOLOGY	11
5	HEALTH AND SAFETY METHOD STATEMENT	13
6	RECORDING SYSTEMS.....	16
7	TREATMENT OF FINDS AND SAMPLES	17
8	ARCHIVES AND REPORTS	18
9	PROGRAMMING	20
10	BIBLIOGRAPHY	20
	FIGURE 1: SITE LOCATION	21
	FIGURE 2: TRENCH LOCATION	22
	APPENDIX 1: HEALTH & SAFETY RISK ASSESSMENT	23

1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Limited has been commissioned by RPS to undertake an archaeological evaluation at land at 42-44 London Road, Bagshot, Surrey.
- 1.2 The site is currently divided between commercial and residential use. The western part of the site is occupied by a restaurant (44 London Road) and associated tarmacked car parking.
- 1.3 The central part of the site is occupied by the property at 42 London Road and surrounding open space, suggested by recent aerial photography to be in use as arable land.
- 1.4 The eastern part of the study site, facing onto Half Moon Street, is occupied by the single-storey cottages of 1a & 4 Half Moon Street, and several small outbuildings, amongst open spaces. The easternmost protruding part of the site, facing onto Bridge Road, is occupied by gardens.
- 1.5 An archaeological desk based assessment was previously prepared for the site (CGMS 2018). The desk based assessment identified that the site can be considered to have a low archaeological potential for remains of the Palaeolithic, Mesolithic, Bronze Age and early medieval periods, and a low to moderate potential for the Neolithic and Iron Age. Results of previous archaeological excavation at the site, including Roman, later medieval and post-medieval features, are anticipated to be encountered at the site.
- 1.6 In terms of local designations, the eastern part of the study site lies within an Area of High Archaeological Potential, as defined by Surrey Heath Borough Council. In addition, a very small part of the site, to the west of the section of Windle Brook within the site's boundaries, also lies within the Bagshot Village Conservation Area, also defined by Surrey Heath District Council.
- 1.7 An archaeological planning condition has been attached to the planning permission for the site (Condition 7).

7) No construction above ground level shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation which has been submitted to and approved by the Local Planning Authority. All agreed work shall be undertaken in accordance with the agreed programme and completed prior to the occupation of the approved development.
- 1.8 This Written Scheme of Investigation forms the document stipulated within the archaeological planning condition for the archaeological evaluation requirement of the condition.
- 1.9 Further mitigation work may be required if the evaluation demonstrates the presence of or potential for the presence of archaeological remains. Mitigation strategies can take varying forms but may involve, for example, targeted excavation work or watching briefs during further groundworks.
- 1.10 Three 20m x 1.8m trenches and two 25m x 1.8m trenches are proposed, targeted on the footprint of the new build, the new attenuation tank and outside the area of previous excavation.
- 1.11 Should the evaluation works reveal the presence of archaeological remains, then further mitigation works may be necessary in order to ensure that they are appropriately dealt with.
- 1.12 Subsequent to the evaluation works a report will be prepared which draws together the findings.

2 BACKGROUND

2.1 The following backgrounds are taken from the desk based assessment (CGMS 2016).

2.2 Geological and Topographical Background

2.2.1 The solid geology of the study site is mapped by the British Geological Survey website as Windlesham Formation – Sand, Silt and Clay – having formed approximately 34 to 56 million years ago in the Palaeogene Period.

2.2.2 Superficial deposits of Head – Clay, Silt, Sand and Gravel – are mapped across the study site, having formed up to 3 million years ago in the Quaternary Period.

2.2.3 The site is broadly level at c. 57m Ordnance Datum (OD) with only slight variations in height. On the extreme eastern edge of the site the ground slopes sharply down to the Windle Brook.

2.2.4 The northern boundary of the site is formed by the culverted Windle Brook, which also crosses the protruding part of the site at the north eastern corner.

2.3 Archaeological and Historical Background

2.3.1 Between 1992 and 1997 an area within the site (to the rear of number 42 London Road) was excavated by Surrey Heath Archaeological and Heritage Trust (SHAHT, excavation area shown on Figure 2). An area of 430sqm in the centre north of the site was excavated between 1992 and 1994. It encountered evidence for multi-period occupation, from the Neolithic through to the post-medieval periods. Summaries of the findings for each period are included below.

Prehistoric

2.3.2 There are two records of Mesolithic flints recorded within the study area. Cores and flakes were found during the redevelopment of Hartdene, Bagshot Bridge, c. 50m east of the study site (MSE2783). Possible Mesolithic flints were also found c.200m southwest at 19-31 High St (MSE2773). However, no material from this period was found by the 1992-7 excavations on the site.

2.3.3 Excavations on the site at 42 London Road undertaken between 1992 and 1997 recorded a number of hollows that showed evidence of burning and were interpreted as hearths. There was also flint debitage and Neolithic pottery, suggesting temporary occupation of the area during the Neolithic period (MSE4969, MSE4342).

2.3.4 Activity seems to have increased again during the late Iron Age. The excavations at 42 London Road recovered evidence of occupation during the late Iron Age, in the form of pottery and also of possible iron working (slag and furnace linings, although no structures were recorded). There was also a double ditched enclosure capped with flints in a loop of the Windle Brook, with a post-hole structure building within it (MSE15370, MSE4343; Cole, 1993; Cole, 1996a).

Roman

2.3.5 A number of records on the HER testify to Roman activity in the area. On the site, excavation at 42 London Road found various phases of activity. The double ring ditch contained a cremation (possibly two) dated to the 1st century AD. In the 2nd and 3rd centuries AD, the area contained two timber structures, as well as extensive areas of cobbling. Three possible graves of the 4th-5th century AD were also recovered. No bones were preserved, but the fills included deliberately deposited goods, including a *chi-rho* monogrammed ring (MSE4344, MSE4959; Cole 1993; Cole, 1995; Cole, 1996a).

2.3.6 Work at 19-31 High Street, c. 200m south-west from the site, found a scatter of late Roman pottery (MSE2774) and Roman material was also found at 48-50 High Street c. 150m south (MSE2782).

Saxon and Medieval

2.3.7 There are no finds of Saxon or early medieval date recorded within the area, and Bagshot itself is not mentioned in the 1086 Domesday Survey, suggesting a sparsely inhabited area.

2.3.8 The medieval core of Bagshot is believed to have been situated to the south of Bagshot Park, on the highway between Staines and Winchester, where it crosses the Windle Brook (MSE14483).

- 2.3.9 Bagshot is mentioned in 1164 as *Bagsheta*, from the Old English meaning “projecting piece of land frequented by badgers” (Mills, 2011: 29), and in 1459 as *Bakgeschote*.
- 2.3.10 The highway to Winchester crossed the Windle Brook at this point, though the first bridge is not mentioned until the early post-medieval period (MSE14500).
- 2.3.11 Archaeological work elsewhere in the village has shown that there was certainly settlement around this road and fording point during the medieval period.
- 2.3.12 The royal park of Bagshot Park, c. 60m north-west from the site, was established in 1486.
- 2.3.13 Rescue excavation at 48-54 High Street c. 150m south of the site, recorded a continuity of activity starting with a defensive ditch and bank that silted during the 12th century followed by timber-framed buildings with extensive occupation during the 13th-14th centuries and a substantial stone buttressed structure of the 15th century (MSE2781).
- 2.3.14 Work at 19-31 High Street, c. 200m south-west from the site, recorded 13th-14th century ditches, post holes and beam slots (MSE2775), and excavation at 56 High Street, c. 30m south-east from the site, recorded waterlogged remains of a timber building, provisionally dated to 1300-1350 (MSE3693). 44 High Street, c. 75m south from the site, is believed to have 14th century origins (MSE4964).
- 2.3.15 An excavation at The King’s Arms public house, c. 200m south from the site, revealed evidence of a possible late medieval house platform, cut by 17th century and later pits, gullies and postholes, and evidence of medieval fishponds (ESE8373, MSE2777, MSE4965, MSE4966).
- 2.3.16 However, excavation at 42 London Road did not record any evidence of medieval activity (Cole, 1993).
- Post-Medieval
- 2.3.17 Excavation at 42 London Road confirmed the existence of a tanning industry, known from documentary sources to have existed from 1596 to 1851. The excavation found a number of tanning pits, one including a wooden ‘paddle’ along with three timber buildings (MSE4958; Cole, 1993; Cole, 1995; Cole, 1996a). This tannery likely marketed to the coaching trade passing through Bagshot, and the demand for harness and tack.
- 2.3.18 The remains of a stone building were recorded during refurbishment at the Three Mariners public house, c. 30m south-east from the site. Finds of glassware, stoneware, pottery and tobacco pipes suggests this was the site of a tavern, later demolished and rebuilt as cottages (MSE4312). Renovations at a building on High Street revealed a 15th-16th century wall painting, suggesting that the building had been in use as an inn (MSE4963). Malden (1911) records the prosperity of Bagshot, developing as a convenient resting place on a major coaching route, with many inns arising from this. However, the prosperity brought by the coaching business rapidly declined with the advent of the railway in the 19th century.
- 2.3.19 The remains of 17th century buildings, including ditches, post-bases, ramparts, and flint foundations, were encountered during excavation at 4-10 London Road, c. 300m south-west from the site (MSE4973).
- 2.3.20 Rocque’s map of 1768 shows that by the mid-18th century Bagshot was a linear village along the road to London, with the enclosed Bagshot Park to the north-west. The site is shown between two roads, close to the brook with one or two buildings on it. The Bell Inn stood on Half Moon Street, to the south of the study site, but had been demolished by c. 1750 (MSE4264).
- 2.3.21 The 1806 Ordnance Survey Drawing shows a slight expansion of the settlement along the road to the north, with the study site remaining unaltered.
- 2.3.22 Enclosure had begun in 1768, and was completed by the Inclosure Act of 1812, enclosing much of Bagshot Heath (Malden, 1911). The 1843 Windlesham Tithe does not show any buildings on the site, though parts of the site appear unmapped. The majority of the site is split between two plots (440 & 441), the larger of the two (plot 441) described in the accompanying apportionments list as ‘Bell Meadow’ and owned by one Habbakuk Robinson. Bagshot at this time remains sparsely developed.
-

- 2.3.23 The Ordnance Survey edition of 1870 shows the site in more detail. The majority of the site is open ground split into fields and gardens, probably linked to the building immediately adjacent to and fronting Half Moon Lane. A small structure was built on the site, and Half Moon Lane continued through the study site to meet the Windle Brook. At this time the course of Windle Brook in the centre of the site was further north. Bagshot had expanded considerably along High Street, to the south of the site.
- 2.3.24 Between 1896 and 1915, two cottages had been built on the eastern edge of the site at the locations of the present 1a & 4 Half Moon Street, with a small outbuilding, which replaced the structure formerly on the study site. An additional structure had been built to the north of these cottages.
- 2.3.25 By 1934, two structures had been built to the north of the cottages on the eastern part of the study site, and a large house with a conservatory had been built at the south-western corner. The remainder of the site continued as open ground. At some point between 1925-35, a swimming pool was excavated on the site and a formal garden laid out around it. London Road had also been laid out, forming the western boundary of the site.
- 2.3.26 There had been substantial changes to the site by 1970. The course of the Windle Brook had been straightened, moving it further south and closer to the northern edge of the site. The house on the western part had been demolished and replaced by a building with associated outbuildings. Another building had been constructed in the centre north of the site (42 London Road) and there had been alterations to the buildings on the eastern part, though the cottages remained unchanged.
- 2.3.27 The Ordnance Survey of 1990 shows that 42 London Road had been extended, and the western set of buildings had been replaced/consolidated into one building (44 London Road). Half Moon Street no longer continued through the site to the Windle Brook
- 2.4 Summary of the Archaeological Works
- 2.4.1 PCA will supervise the excavation of five evaluation trenches, three measuring 20m x 1.8m and two measuring 25m x 1.8m, located within the footprint of the proposed development, new attenuation tank and outside the area of previous archaeological excavation. Trench 2 targets the potential line of the large earthwork seen in the previous excavation (Figure 2). Machining will be undertaken using a JCB excavator, provided by PCA, operating under constant archaeological supervision. Machine excavation will proceed through undifferentiated soil horizons until the surface of archaeological features are encountered or until natural horizons are found. Thereafter investigation will proceed (if necessary) by hand to investigate, define and record the archaeological stratigraphy.
- 2.4.2 All works will be undertaken in accordance with the following documents:
- This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
 - ClfA Codes, Standards and Guidelines Papers (ClfA, various dates)
 - MoRPHE (English Heritage, 2015).
- 2.5 PCA Background
- 2.5.1 Pre-Construct Archaeology Limited is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Practice'. The company has been in operation since 1993.
- 2.5.2 PCA has the following accreditations:
- ISO9001 registration
 - ConstructionLine registration
 - Achilles registration
 - CHAS registration
- 2.5.3 Pre-Construct Archaeology Limited carries the following insurance policies:
-

Policy	Limit of Indemnity
Public Liability	£10,000,000
Employers Liability	£10,000,000
Professional Indemnity	£5,000,000

3 RESEARCH DESIGN

3.1 The investigation will aim to address the following primary objectives:

- To determine the natural topography of the site.
- To establish the presence or absence of prehistoric activity. Do the Neolithic and Iron Age remains found in the previous excavation extend beyond the previous excavation area?
- To establish the presence or absence of Roman, Saxon or medieval activity. Are further Roman burials present on the site? Are there further timber buildings or ditches of medieval date?
- To establish the presence or absence of post-medieval activity at the site. Is there further evidence for the post-medieval tanning industry?
- To establish the nature, date and survival of activity relating to any archaeological periods at the site.
- To establish the extent of all past post-depositional impacts on the archaeological resource.

4 ARCHAEOLOGICAL METHODOLOGY

1.1 Evaluation

- 4.1.1 The client will remove any fences etc necessary for access to the trench locations in advance of the work being carried out.
- 4.1.2 An area of Tall Ruderal Vegetation in the west of the site will not be entered in order to avoid ecological issues.
- 4.1.3 PCA will locate the trenches on the ground approximately as shown in Figure 2.
- 4.1.4 The machining will be undertaken using a JCB excavator and driver which will be provided by PCA. Two trench locations are turfed and three are located in hard standing. The trenches located in hard standing will be broken out by the JCB. The mechanical excavator will use a toothless ditching bucket (1.8m wide) to remove modern overburden under the supervision of an archaeologist. Spoil will either be mounded at least 2m from the edges of the trenches.
- 4.1.5 The trenches will be CAT scanned by a trained operator during all excavation through made ground.
- 4.1.6 Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed.
- 4.1.7 The trenches are not expected to exceed 0.5m to 1m in depth. However, if excavation has to continue to greater depth or if the ground conditions are unstable, the trench edges may be stepped to render them safe and allow safe archaeological access to depth. The stepping will be at a gradient of 1:1 and the steps may be excavated to a depth of up to 1.2m before an equivalent width step is left. The 1.2m dimension is a maximum and will be shortened if ground conditions necessitate it.
- 4.1.8 Following machine excavation, relevant faces of the trench that require examination or recording will be cleaned using appropriate hand tools. The majority of the investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and in section.
- 4.1.9 Archaeological evaluation may require work by 'pick and shovel' or occasionally by further use of the machine. Such techniques will be used only for the removal of homogeneous and 'low grade' layers where it can reasonably be argued that more detailed attention would not produce information of value. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.
- 4.1.10 All archaeological features (stratigraphical layers, cuts, fills, structures) will be evaluated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 4.1.11 The strategy for sampling archaeological and environmental deposits and structures will at a minimum be in accordance with Surrey County Council policy for evaluation sampling, as follows:
- 50% of each intrusive feature (pits, postholes).
 - 25% of each linear feature's exposed area + all terminals & intersections.
 - 50% structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) just require exposure, cleaning & preservation for excavation in more appropriate circumstances.
 - 50-100% domestic/industrial working features (hearths, ovens) - unless large & structural, in which case see above.
 - Environmental and scientific sampling regimes to be designed in consultation with the HE advisor - usually a minimum of 30 litres for bulk samples. However this may be adjusted to a minimum of 40 litres for carbonised remains (rising to 60 litres for prehistoric features), with 30 litres for waterlogged deposits.
 - Excavated spoil from each trench should be scanned visually and by metal detector.
 - Additional excavation, up to complete removal, may be required of any feature should
-

the excavated samples fail to provide the necessary information as to enable their purpose or date to be ascertained. This requirement is usually only applied to a few selected features in the event of a lack of definite dating evidence.

4.2 General

- 4.2.1 The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. Should the removal of human remains not pose a risk to the completion of the evaluation and should further archaeological mitigation be necessary at the site, then any remains will be left in situ, with the agreement of the Archaeology Advisor to the Local Planning Authority.
- 4.2.2 All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

5 HEALTH AND SAFETY METHOD STATEMENT

5.1 H&S Policy

5.1.1 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCA's H&S Policy Statement (2020) and Site Rules (2020) will be followed at all times.

5.2 Risk Assessment

5.2.1 A site specific Risk Assessment has been prepared (Appendix 1); this will be reviewed and updated daily by the site supervisor.

5.3 Site security

5.3.1 Site security is the responsibility of the client. PCA will not undertake any alterations to site security installations.

5.4 Trench locations

5.4.1 Five evaluation trenches are proposed, as shown in Figure 2. Service plans have been provided and the trenches are located away from known services (shown on Figure 2), however trenches will also be CAT scanned by a trained operative prior and during excavation.

5.5 Trench security

5.5.1 Whilst the works are proceeding, netlon-type fencing and road irons will be used to secure the trench edges. If necessary or appropriate the fencing will be demarcated with 'DANGER: DEEP EXCAVATION' signs. The trenches in the car park will be fenced with heras fencing.

5.6 Welfare facilities

5.6.1 Provision will be made on-site for welfare facilities; these will be supplied by PCA.

5.7 Working hours

5.7.1 A standard PCA working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime. Overtime rates are 150% Monday-Friday & all day Saturday, 200% Sunday and Bank Holidays.

5.8 PPE

5.8.1 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready.

5.8.2 Other PPE will be provided to site staff and may be necessary depending on site conditions; this will include Light Ear Protection and Goggles.

5.9 Trench depths, supports and access

5.9.1 Trench depths are not expected to exceed 0.5m. However, if excavation has to continue to greater depth or if the ground conditions are unstable, the trench edges may be stepped to render them safe and allow safe archaeological access to depth. The stepping will be at a gradient of 1:1 and the steps may be excavated to a depth of up to 1.2m before an equivalent width step is left. The 1.2m dimension is a maximum and will be shortened if ground conditions necessitate it.

5.9.2 Access to the trench will be by means of either a fixed ladder or a series of steps or gentle ramp cut into the edge of the trench by machine. This option will only be appropriate if ground conditions permit.

5.10 Spoil

5.10.1 Spoil will be stored adjacent to the trench edges within a safe distance (>2m).

5.11 Backfilling

5.11.1 Upon completion of the archaeological trenches and approval from the Surrey Archaeology Officer, they will be backfilled by machine. The excavated arisings will be placed back into each

- trench and rammed by bucket. Excess arisings will be left tidily on top of the trench.
- 5.11.2 No muckaway, special compaction, backfilling or reinstatement of surfaces will occur.
- 5.12 Contamination
- 5.13 Exceedances of lead, aromatic C21-C35 petroleum hydrocarbons and certain PAHs have been detected (Crossfield Consulting 2018). PCA staff will therefore wear half masks with appropriate filters during machining of the car park trenches. Gloves will be worn in the trenches. If the weather is very dry, the spoil will be damped down to avoid dust.
- 5.13.1 If further suspected ground contaminants are found during the course of the evaluation their presence will be photographed and marked as accurately as possible on a site plan. PCA's H&S Director will be consulted to ascertain whether work can continue in the trench using appropriate PPE and site welfare. No contamination report has been provided, however the site's history does not suggest that contamination is likely to be an issue.
- 5.14 UXO
- 5.14.1 If during the course of the archaeological investigations items are observed or found which are considered to be potential UXO objects, all work in the vicinity of the excavation will cease and the client will be informed immediately. They will notify relevant bodies and arrange for appropriate attendance from specialists and/or emergency services.
- 5.15 Services
- 5.15.1 All trench locations will be surveyed using a Cable Avoidance Tool prior to excavation.
- 5.15.2 Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided at all costs. This may require the abandonment or repositioning of trenches in order to accommodate them safely.
- 5.16 Noise restrictions
- 5.16.1 No machining will be undertaken at the site outside of hours between 0800 and 1630.
- 5.17 Mechanical excavators
- 5.17.1 Excavations will be undertaken using a mechanical excavator and operator sub-contracted by PCA. Excavations will be carried out under the direction of a PCA member of staff acting as a banksman.
- 5.17.2 All equipment must be provided with the relevant certificates and their operators with the appropriate licences CITB (or equivalent).
- 5.18 Site Induction and rules
- 5.18.1 All PCA's staff are CSCS card holders.
- 5.18.2 All PCA staff will be inducted for site work by the PCA supervisor.
- 5.18.3 No alcohol consumption or drug-taking will be allowed on site. Smoking or eating will be allowed in designated areas only.
- 5.19 Dewatering
- 5.19.1 If groundwater is present within the evaluation trenches, and requires removal to allow work to proceed safely, it will be pumped from the trenches by means of a puddle pump (or similar) and generator.
- 5.20 Designated visitors
- 5.20.1 Reasonable access to the site will be granted to the Archaeology Officer for Surrey County Council and representatives of the Council who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.
- 5.21 Tools and equipment
- 5.21.1 Only hand tools provided by PCA are to be used by PCA site staff. The maintenance of these tools is the responsibility of PCA's logistics officer.
-

- 5.21.2 Whenever metal grid pegs are used these must be covered with an appropriate wooden grid peg cover.
- 5.22 Designated archaeological personnel
 - 5.22.1 The project will be managed for PCA by Helen Hawkins (MCIfA, SMSTS).
 - 5.22.2 The day to day direction of the fieldwork will be undertaken by a member of staff who has considerable experience of working in the urban environment and with an understanding of the landscape issues associated with this site.
 - 5.22.3 The team will be selected from current staff and will total the supervisor and up to two archaeologists. The supervisor will be decided upon closer to the start date, once confirmed.
- 5.23 First Aid
 - 5.23.1 PCA will maintain an appropriate First Aid Kit on site.
- 5.24 Ecology
 - 5.24.1 PCA have not been informed of any ecological issues on the site other than the tall ruderal vegetation in the west of the site. If trenches prove to be below the canopy of any trees they will be moved away from the canopy so as to not affect tree roots. One TPO is noted in the north-east of the site, well away from the proposed trenches. Some trees have had tree protection root zones defined (Keen Consultants Tree Constraints Plan), but these are located along the northern boundary of the site, away from the archaeological trenches.

6 RECORDING SYSTEMS

6.1 Site Code

- 6.1.1 A unique-number site code will be assigned by PCA prior to the work commencing (SLRB21) and notified to the Surrey Archaeology Officer.

6.2 Site Records

- 6.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the County, which is those developed out of the Department of Urban Archaeology Site Manual and presented in PCA's Operations Manual 1 (Taylor 2009). No alternative recording system will be adopted without prior agreement with the Surrey Archaeology Officer.

- 6.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced in the Local Authority area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared pro-forma recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.

- 6.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS bench marks used and the site TBM will also be indicated.

- 6.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.

- 6.2.5 At least one long section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.

- 6.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

6.3 Stratigraphic Matrix

- 6.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

6.4 Photographic Record

- 6.4.1 Extensive use of digital photography will be made. Shots will be taken as high- and medium-quality jpegs and tiffs, and will be downloaded at regular intervals to PCA's computer database.

7 TREATMENT OF FINDS AND SAMPLES

7.1 General

7.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

7.2 Environmental

7.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.

7.2.2 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the Surrey Archaeology Officer and, if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.

7.2.3 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

7.2.4 All finds retrieval policies of the local museum will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the Surrey Archaeology Officer.

7.2.5 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's 'Conservation Guidelines No.2' and the Museum of London's 'Standards for the Preparation of Finds to be Permanently Retained by the Museum of London'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the Surrey Archaeology Officer agrees that this will not be necessary).

7.2.6 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the local museum should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

8 ARCHIVES AND REPORTS

8.1 Archive and Deposition

- 8.1.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with a museum, the *Guidelines for the Preparation of Archaeological Archives* will be followed.
- 8.1.2 The client agrees, by approval of this document, to donate all finds and archives to the appropriate local repository once one is available. Until then, the archive will be held at the PCA offices in Brockley.
- 8.1.3 If finds are not to be transferred to the appropriate local repository, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.
- 8.1.4 Upon completion of the fieldwork project, when the Surrey Archaeology Officer confirms that no further work is required and when all post-excavation reports have been approved by all relevant parties, PCA will store the archive until which time a suitable repository is available.
- 8.1.5 The minimum acceptable standard for the site archive is defined in the Management of Recording Projects in the Historic Environment (MoRPHE 2015). It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to appropriate local repository once one is available. Until then, the archive will be held at the PCA offices in Brockley. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 8.1.6 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 8.1.7 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the Surrey HER as soon as possible after the completion of archaeological works.
- 8.1.8 Minimum requirements for public dissemination is for OASIS report forms to be submitted to the OASIS Project as soon as possible or within six months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in Surrey Archaeological Collections. Such publications will meet the minimum requirements set out Management of Recording Projects in the Historic Environment (MoRPHE 2015) and derive from a 'phase 2 review' as defined in the same document. There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the Surrey HER within six months of the completion of fieldwork. A copy of the client report will be sent to the Local Studies Library.
- 8.1.9 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the Management of Recording Projects in the Historic Environment (MoRPHE 2015) will be followed.

8.2 Evaluation Report

- 8.2.1 Notwithstanding details included above all evaluation fieldwork and results will be fully recorded and an Evaluation Report prepared. Copies of the report will be forwarded to the commissioning Client and the Surrey Archaeology Officer.
- 8.2.2 The evaluation report will include the following items:
- Non-technical summary;
 - Introduction;
 - Planning Background;
-

- Previous archaeological work relevant to the site;
- Historic Background
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the evaluation and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the evaluation strategy;
- Statement of potential of the archaeology;
- Conclusions (and recommendations following consultation with the LPA and Surrey Archaeology Officer);
- Bibliography;
- Acknowledgements;
- OASIS form.

8.2.3 The project resource agreed between PCA and the client allows for the production of an evaluation report, to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide our client a draft copy of the evaluation report for comment within three weeks of the completion of the full evaluation, to then be provided to the Surrey Archaeology Officer.

9 PROGRAMMING

- 9.1 It is intended that the evaluation will commence on a date to be confirmed, pending approval of this document by the Archaeology Officer at Surrey County Council.
- 9.2 The on-site evaluation fieldwork is programmed to take seven working days to complete. A report will be commenced shortly after with a draft to be submitted to the client for review within three weeks.

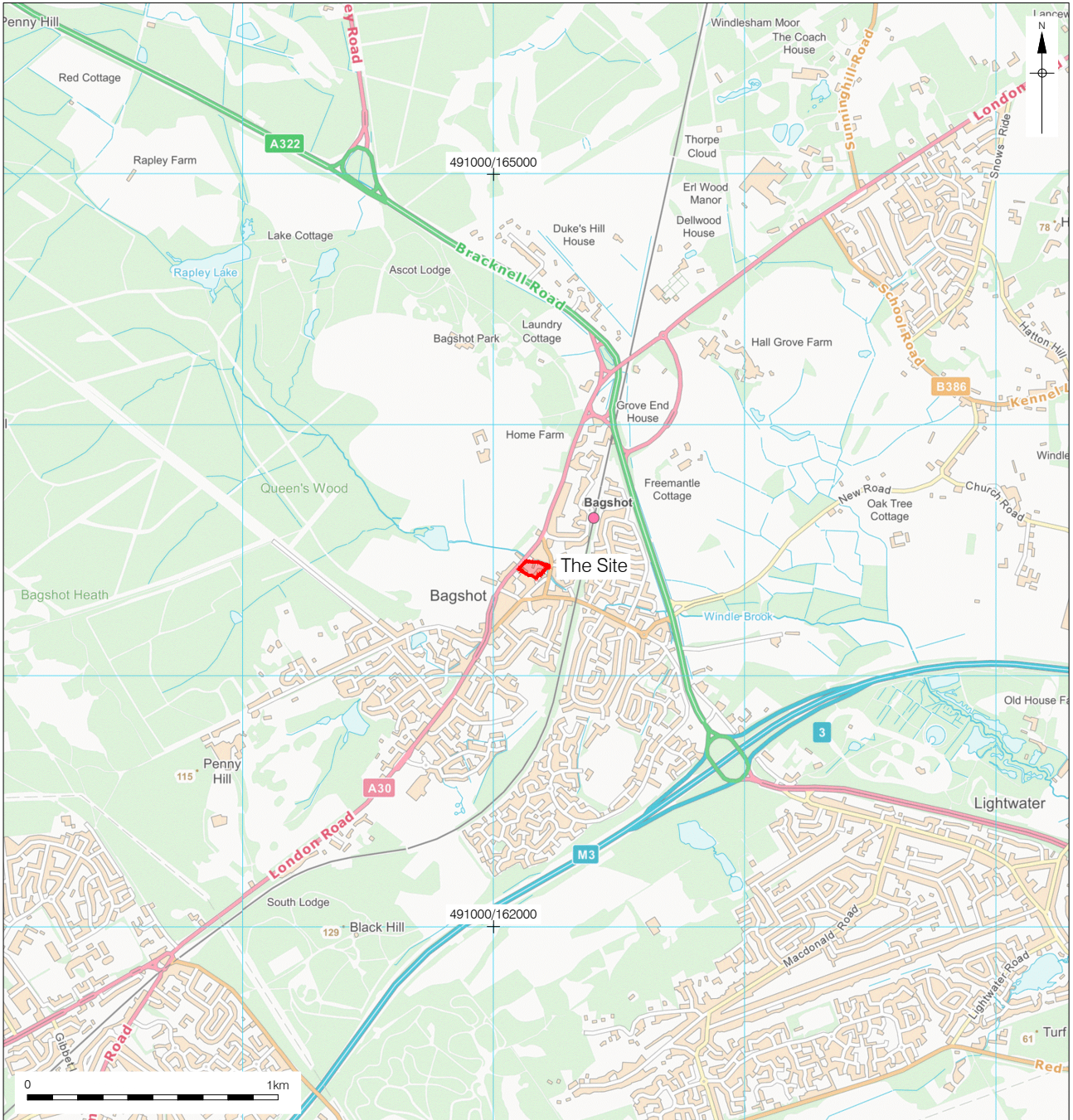
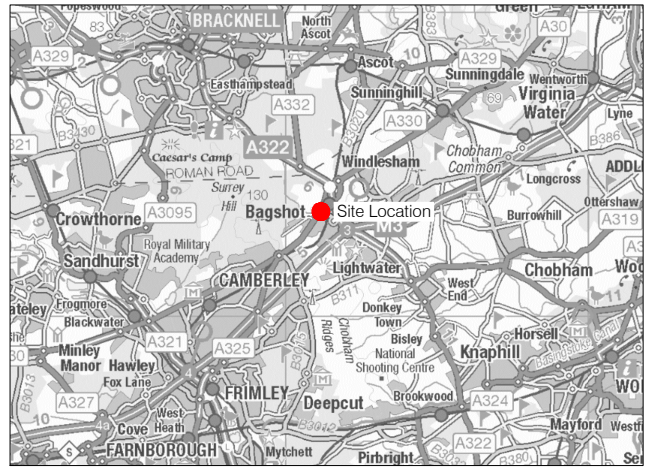
10 BIBLIOGRAPHY

Printed Sources

CGMS 2018 42-44 *London Road Bagshot, Surrey: Archaeological Desk Based Assessment*
unpublished client report

Online Sources

ClfA Codes, Standards and Guidelines, accessed August 2017
<http://www.archaeologists.net/codes/ifa>





0 25m

Ordnance Survey © Crown copyright 2021. All rights reserved. License number 100022432

© Pre-Construct Archaeology Ltd 2021

27/05/21 MR

Figure 2
Proposed Trench Locations
1:625 at A4

APPENDIX 1: HEALTH & SAFETY RISK ASSESSMENT

Site: 42-44 London Road, Bagshot, Surrey GU19 5AL

FIELDWORK: **EVALUATION**

Prepared By: Helen Hawkins, Director SMSTS

This risk assessment is designed to identify and devise control measures for all hazards and the risks these pose to employees, sub-contractors, and any other persons working on or visiting excavations. It is the duty of all employees to notify the management of any deficiencies in this risk assessment, so that it can be revised accordingly. Any queries should in the first instance be notified to the site supervisor who will endeavour to resolve any immediate concerns. Please refer to the PCA Health and Safety Policy Statement (2019) for guidance on general policy.

Nearest A & E hospital: **Frimley Park Hospital**

Tel: 0300 6145000

Address: Portsmouth Road, Camberley, Surrey, GU16 7UJ

Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Assessment Undertaken Helen Hawkins	Date 7.5.21
--	-------------

Assessment Review (set a date)	Date: site start date
Signed	

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Electricity substations	Risk of death or injury by electrocution	H	Plant operator, PCA staff, other site personnel, general public	Personnel and plant must maintain a safe distance from electricity substations at all times, using signage, physical barriers and safety chains as appropriate. All staff to monitor all plant movement around electricity substations..	L
Underground services (gas, water, electricity and communications)	Risk of death or injury by electrocution or explosion. Disruption of power or communication lines	H	Plant operator, PCA staff, other site personnel, general public	Client / PCA will locate and mark out all known and suspected services using service drawings and CAT detection equipment, and hand investigation where appropriate. Service plans provided have been used for trench location	L
				Reliance should not be placed on the locating equipment alone and all services should be assumed by PCA to be live, unless proved safe by the relevant utility company, and due care taken if working in their vicinity.	
				Where exposure of cables and pipes is unavoidable services will then be protected and supported as necessary to prevent damage or collapse. Services are not to be used for access across excavation areas.	
Plant and vehicle movement	Risk of injury from collision, including trapping or crushing	H	PCA staff, other site personnel, general public	PPE to be worn at all times when in the immediate vicinity of plant and other vehicles.	L
				Ensure driver(s) have seen you and maintain visual contact at all times when within their working areas.	
				All machining to be undertaken under constant contractor supervision and due care taken. Machine should remain well clear of all exposed services at all times and should not operate in the immediate vicinity or track over any exposed services. Ensure that the banks person and driver(s) are fully briefed and clearly understand those signals to be used during machining and plant movement.	
				Provide site staff with an alternate, designated, route away from plant/vehicle runs wherever possible.	
Quick hitches on mechanical excavators not properly secured.	Severe injury or death	H	PCA staff, other site personnel	Supervisor to carry out the following checks. Know whether the QH requires a manual safety pin. Ensure that the excavator operator is trained in the	L

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				<p>use of the QH?</p> <p>Ensure that a manual or instruction card is available in the cab and that the excavator operator understands the system.</p> <p>Ensure that the excavator operator knows how to visually check that the QH is locked.</p> <p>Ensure that there is a checklist in the cab of daily and weekly checks.</p> <p>Ensure that the checklist is carried out and the inspections recorded.</p>	
Diesel Spills	Skin irritation Pollution of water courses	H	PCA staff, other site workers, general public	<p>The fuel containers (bowzers or drums) should be inspected to ensure they are in a good condition, no leaks and caps secure. All such containers must be stored at a suitable safe location so as to minimise the risk of pollution and prevent exposure to heat. Storage and refuelling should be away from sensitive locations such as drain and watercourses. Fuel bowzers must be bunded or have a suitably sized drip tray receptacle fitted underneath. Steel drums should be stored in an upright position on a spill tray. An appropriate spill kit should be at hand. When fuel pumps are not used to refuel vehicles, funnels should be used to prevent spillage. Gloves should be worn when handling diesel</p>	L
Traffic movement adjacent to site	Risk of death or injury	H	PCA staff, other site personnel, general public	<p>PCA staff to only cross highways at locations where it is safe to do so and where they can be clearly seen in advance by oncoming traffic.</p>	L
				<p>PCA staff to wear high-visibility vests or jackets at all times.</p>	
Deep Excavation	Risk of serious injury or death from partial or total collapse of trench sides. Risk of serious	H	PCA staff, other site personnel, general public	<p>All excavations in excess of c1.2m depth will be stepped at an appropriate gradient (min 1:1) to allow safe working. All excavation areas will be cordoned off. 'Danger Deep Excavation' signs to be erected at site entrances and around areas of deep excavation as necessary and in accordance with the PCA Health and Safety Policy (2020).</p>	L

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
	injury or death from falls into deep excavations. Risk of injury or death from materials falling into trench from above. Risk of plant running into excavations. Risk of buildings or structures collapsing due to excavations.			Fencing and signage arrangements to be reviewed by PCA Site Supervisor on a daily basis. The stability of any baulks and batters will be inspected daily by the PCA Site Supervisor and appropriate additional mitigation measures organised as necessary. Additional fencing, rigid barriers and/or toeboards may be necessary around areas of deep excavation and will be reviewed on a daily basis. Orange mesh fencing to be used for the trenches in the grassed areas, the car park trenches will be fenced with heras fencing	
				High visibility vests or jackets, hard hats and steel toe-capped safety boots will be worn at all times on site.	
Groundwater/Perched water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	Monitor any water ingress and use portable pumps as necessary to control groundwater.	L
Noise Dust Exhaust fumes	Risk of permanent hearing damage. Risk of breathing difficulties or permanent damage Risk of illness or death from carbon monoxide poisoning	H	PCA staff, other site personnel, general public	Manufacturer's data sheet on noise levels to be obtained for all noise generating plant or hire equipment and added to the site Health and Safety file. Site generators away from area of working to limit noise, wherever possible, and use ear defenders. Assess noise levels and duration of exposure. Ventilate confined spaces where generators are being used and, where necessary, use portable fans/extractors to ensure a free flow of air. Use face masks with appropriate filters.	L
Fire	Risk of death or injury	M	PCA staff, other site personnel, general public	Staff to be made aware of the fire safety plans and evacuation procedures/assembly points during site induction. Fire extinguishers will be provided on site and all staff will be made aware of their location.	L

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Contagion and infection, including Weil's disease (Leptospirosis) from materials and standing water infected by rat's urine Needle stick injuries and other blood borne risks	Risk of serious illness, disability or death.	M	PCA staff, other site personnel, general public	Use available welfare facilities to regularly wash hands, particularly prior to eating. All staff will wear protective gloves on site. Waterproof dressings, all wounds covered. Issue of Weils card.	L
Ground contaminants	Risk of irritation or illness from ingestion, inhalation or skin contact with contaminants. Risk of inflammable materials.	H	PCA staff, other site personnel, general public	If required, full PPE for work on the site will be required comprising (as a minimum): <ul style="list-style-type: none"> • Face-masks (half masks for machining the car park trenches) • Disposable or waterproof suits • Gloves • Goggles Standard PPE in addition to the above will be needed (hardhats; Hi Vi vests etc.) All staff will require proper induction in site working practices and use of PPE prior to starting work. Any non-compliance on the part of staff will result in their removal from site.	L
Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	H	PCA staff, other site personnel, general public	Check plant delivered to site is in good order and fitted with any necessary safety devices and guards. Inspect tools for faults regularly. Use only the appropriate tools for the job. Use of all hired equipment will be managed.	L
				Ensure staff are trained and, if appropriate, certified in use of equipment and are wearing appropriate PPE. Relevant certification of operatives to be photocopied and a copy added to site Health and Safety file.	
Use of hand tools Vibration risks from some types of equipment	Risk of injury	M	PCA staff, other site personnel, general public	Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate.	L
				Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off	
Trip/fall hazards	Risk of injury	H	PCA staff, other site personnel, general public	Ensure spoil is mounded a safe distance from trench edges.	L

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				Ensure tools and other site materials are placed/stored safely when not in use. Site to be kept in a tidy condition. Leads kept out of walkways, walkways kept clear of materials etc	
				Any additional health and safety issues noted by PCA staff on site should be reported immediately to the Site Supervisor or deputy as soon as can be done safely	
Manual handling	Risk of injury	M	PCA staff, other site personnel, general public	Wherever possible use mechanical means to lift and transport heavy and bulky items. Where use of mechanical means is impracticable, ensure sufficient persons are available to lift the relevant load taking into account the size, shape and weight of that load.	L
Unexploded bombs or ammunition	Risk of death or serious injury from explosion	M	PCA staff, other site personnel, general public	PCA staff to be vigilant during all machining and hand excavation. Any suspect objects must not be disturbed but should be reported to the Site Supervisor or deputy immediately. If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area should be marked and cordoned off, the site evacuated and the PCA Project Manager and emergency services notified immediately.	L
Debris on site – may include sharps, needles, wire, fouled areas, etc	Risk of injury or infection	M	PCA staff, other site personnel, general public	Clean areas prior to working, preferably by machine. Take specialist advice to provide safe disposal.	L
Extremes of temperature	Risk of illness or death from exposure/hypothermia	M	PCA staff, other site personnel, general public	PCA staff to wear warm and waterproof clothing as appropriate. Designated rest breaks to be taken during the course of each day. Heated cabins to be provided.	L
	Risk of illness or death from heat exhaustion or heat stroke	M	PCA staff, other site personnel, general public	PCA staff to carry a sufficient supply of fresh drinking water. Designated rest breaks to be taken during the course of each day.	L
	Risk of sunburn	M	PCA staff, other site personnel, general public	PCA staff advised to wear appropriate clothing ie 'cover-up'.	L
Use of mobile telephones on site	Risk of injury due to distraction caused by mobile phone use	M	PCA staff	PCA staff to only use mobile phone for either emergency or office use whilst on-site in working hours. If necessary to use a mobile telephone the user will first ensure that their surroundings are safe. The mobile phone	L

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				will not be used if the user is located within vehicular routes or if the surroundings pose a risk.	
ADDITIONAL ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT:					

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L

Continue on separate sheet if necessary

Additional site specific rules and policies:

- All site staff will wear the minimum PPE as follows: Hard-Hat, Steel Toe-Capped Boots, Hi-Vis Vest
- The designated muster point for emergencies is:

I have read this document as part of my site safety induction and I agree to observe the necessary controls to reduce risks

Signed:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

Continue on separate sheet if necessary.



rpsgroup.com