



# Lower Easton Farm Pylle, Somerset

Written Scheme of Investigation for  
Archaeological Excavation

Planning Ref.: 2020/0350/FUL  
Accession Number: TBC  
Document Ref.: 260490.01  
July 2022



© Wessex Archaeology Ltd 2022, all rights reserved

Unit 9  
City Business Park  
Easton Road  
Bristol  
BS5 0SP

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

Wessex Archaeology Ltd is a company limited by guarantee registered in England, company number 1712772. It is also a Charity registered in England and Wales number 287786, and in Scotland, Scottish Charity number SC042630. Our registered office is at Portway House, Old Sarum Park, Salisbury, Wiltshire, SP4 6EB

#### Disclaimer

The material contained in this report was designed as an integral part of a report to an individual client and was prepared solely for the benefit of that client. The material contained in this report does not necessarily stand on its own and is not intended to nor should it be relied upon by any third party. To the fullest extent permitted by law Wessex Archaeology will not be liable by reason of breach of contract negligence or otherwise for any loss or damage (whether direct indirect or consequential) occasioned to any person acting or omitting to act or refraining from acting in reliance upon the material contained in this report arising from or connected with any error or omission in the material contained in the report. Loss or damage as referred to above shall be deemed to include, but is not limited to, any loss of profits or anticipated profits damage to reputation or goodwill loss of business or anticipated business damages costs expenses incurred or payable to any third party (in all cases whether direct indirect or consequential) or any other direct indirect or consequential loss or damage

## Document Information

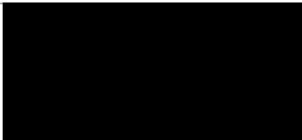
Document title Lower Easton Farm, Pylle, Somerset  
Document subtitle Written Scheme of Investigation for Archaeological Excavation  
Document reference 260490.01

Client name Lower Easton Farm Limited  
Address Lower Easton Farm  
Pylle  
Shepton Mallet  
Somerset  
BA4 6SY

Site location Lower Easton Farm, Easton Lane, Pylle  
County Somerset  
National grid reference 362884 138435 (ST 62884 38435)  
Planning authority Mendip District Council  
Planning reference 2020/0350/FUL  
Museum name South West Heritage Trust  
Museum accession code TBC

WA project code 260490  
Project management by Bruce Eaton  
Document compiled by Ray Holt  
Graphics by Oliver Dindol

### Quality Assurance

Issue	Date	Author	Approved by
1	08/07/2022	RH	



## Contents

<b>1</b>	<b>INTRODUCTION</b> .....	<b>1</b>
1.1	Project and planning background .....	1
1.2	Scope of document .....	3
1.3	Location, topography and geology .....	3
<b>2</b>	<b>ARCHAEOLOGICAL AND HISTORICAL BACKGROUND</b> .....	<b>3</b>
2.1	Introduction.....	3
2.2	Previous investigations related to the development .....	3
2.3	Archaeological and historical context .....	4
<b>3</b>	<b>AIMS AND OBJECTIVES</b> .....	<b>5</b>
3.1	Aims .....	5
3.2	Research objectives .....	5
<b>4</b>	<b>FIELDWORK METHODS</b> .....	<b>6</b>
4.1	Introduction.....	6
4.2	Setting out of the excavation area .....	6
4.3	Service location and other constraints .....	6
4.4	Excavation methods .....	6
4.5	Recording .....	7
4.6	Survey .....	7
4.7	Monitoring.....	7
4.8	Reinstatement .....	8
4.9	Finds.....	8
4.10	Environmental sampling .....	8
<b>5</b>	<b>POST-EXCAVATION METHODS AND REPORTING</b> .....	<b>9</b>
5.1	Stratigraphic evidence .....	9
5.2	Finds evidence .....	9
5.3	Environmental evidence .....	10
5.4	Reporting.....	10
<b>6</b>	<b>ARCHIVE STORAGE AND CURATION</b> .....	<b>11</b>
6.1	Museum.....	11
6.2	Transfer of title .....	11
6.3	Preparation of archive .....	11
6.4	Selection strategy .....	12
6.5	Security copy .....	12
<b>7</b>	<b>OUTREACH AND SOCIAL MEDIA</b> .....	<b>12</b>
<b>8</b>	<b>COPYRIGHT</b> .....	<b>12</b>
8.1	Archive and report copyright .....	12
8.2	Third party data copyright.....	13
<b>9</b>	<b>WESSEX ARCHAEOLOGY PROCEDURES</b> .....	<b>13</b>
9.1	External quality standards .....	13
9.2	Personnel .....	13
9.3	Internal quality standards .....	13
9.4	Health and safety .....	14
9.5	Insurance.....	14
	<b>REFERENCES</b> .....	<b>15</b>
	<b>APPENDICES</b> .....	<b>17</b>
	Appendix 1 Finds and environmental specialists.....	17



Appendix 2 Selection Strategy.....18

**List of Figures**

**Figure 1** Site location and proposed excavation area



# Lower Easton Farm Pylle, Somerset

## Written Scheme of Investigation for Archaeological Excavation

### 1 INTRODUCTION

#### 1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Lower Easton Farm Limited ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological excavation of a 1 ha parcel of land located at Lower Easton Farm, Easton Lane, Pylle, BA4 6SY. The excavation area is centred on NGR 362884 138435 (Figure 1).
- 1.1.2 The development comprises the erection of 4 poultry houses and associated works.
- 1.1.3 Details about the impact of the construction methods are currently uncertain. It is presumed at the date of writing that the footprint of the new buildings and all associated works, including attenuation ponds, areas of hard standing, access roads and utilities will require excavation. However, differing construction methodologies are being considered by the client, including those using a degree of cut and fill across the site that could potentially preserve some of the archaeological remains *in situ*. If design changes are agreed, an addendum to this WSI will be produced and submitted to the Senior Historic Environment Officer, archaeological advisor to the Local Planning Authority (LPA), for approval.
- 1.1.4 A planning application (2020/0350/FUL) submitted to Mendip District Council, was granted on 18 February 2020, subject to conditions. The following conditions relate to archaeology:

#### **Condition 10 Archaeology - Controlled Excavation (Pre-commencement)**

*No development shall commence, except archaeological investigation work, until the applicant, or their agents or successors in title, 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 in writing by the Local Planning Authority. The programme of archaeological work should provide a controlled excavation of all significant deposits and features which are to be disturbed by the proposed development, and shall be carried out by a competent person(s) and completed in accordance with the approved written scheme of investigation. Thereafter the building works shall incorporate any building techniques and measures necessary to mitigate the loss or destruction of any further archaeological remains.*

*Reason: The site is within an area of major archaeological interest and the Council will wish to examine and record items of interest discovered in accordance with Policy DP3 of the Mendip District Local Plan Part 1: Strategy & Policies 2006-2029 (Adopted 2014). This is a condition precedent because archaeological remains and features may be damaged by the initial development works.*

#### **Condition 11 Archaeology - Post Excavation and Publication (Pre-occupation)**

*No occupation of the development shall commence until the applicant, or their agents or successors in title, has secured the implementation of a programme of post-excavation analysis in accordance with a publication plan which has been submitted to and approved*



*in writing by the Local Planning Authority. The programme of post-excavation analysis shall be carried out by a competent person(s) and completed in accordance with the approved publication plan, or as otherwise agreed in writing with the Local Planning Authority.*

*Reason: The site has produced significant archaeological findings and the Council will wish to publish or otherwise disseminate the results in accordance with Policy DP3 of the Mendip District Local Plan Part 1: Strategy & Policies 2006-2029 (Adopted 2014).*

- 1.1.5 Prior to the submission of the planning application consultation with the Senior Historic Environment Officer on 29 April 20202 ascertained that:

*The site lies in an area that has been subject to geophysical survey in advance of permission for the solar farm. The survey results (and archaeological excavations) near the proposal area indicate that Iron Age and Roman period archaeology will be impacted by this proposal. Unfortunately, the D&A does not address archaeological issues but due to the existing survey it is possible to describe the significance of the heritage asset likely to be affected as of local importance. Therefore, it would not preclude development but there will be a requirement for mitigation.*

*For this reason, I recommend that the developer be required to archaeologically excavate the heritage asset and provide a report on any discoveries made as indicated in the National Planning Policy Framework (Paragraph 199). This should be secured by the use of the following conditions attached to any permission granted.*

*"Programme of Works in Accordance with a Written Scheme of Investigation (POW). Before the commencement of the development hereby permitted the applicant, or their agents or successors in title, shall have secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation (WSI) which has been submitted and approved in writing by the Planning Authority. The WSI shall include details of the archaeological excavation, the recording of the heritage asset, the analysis of evidence recovered from the site and publication of the results. The development hereby permitted shall be carried out in accordance with the approved scheme."*

*and:*

*"Archaeology and ensuring completion of works. No building shall be occupied until the site archaeological investigation has been completed and post-excavation analysis has been initiated in accordance with Written Scheme of Investigation approved under the POW condition and the financial provision made for analysis, dissemination of results and archive deposition has been secured."*

- 1.1.6 Further consultation with the Senior Historic Environment Officer regarding the construction methodology to be employed and its potential impact upon the archaeological resource is ongoing.
- 1.1.7 The proposed excavation has been preceded by archaeological works consisting of a Geophysical Survey undertaken in 2013 (Pre-Construct Geophysics 2013) which recorded geophysical anomalies indicating a widespread array of rectilinear enclosure ditches, some flanking a track, and a small number of sub-circular enclosures, as well as potential pits. Together these suggest settlement activity spread over a relatively large area, their increasing density towards the east suggesting this activity continues in that direction. There were also strong readings associated with a former railway line, and traces of recent



boundaries, buildings and a pond were also detected, as were a gas pipeline and zones of high readings probably relating to spreads of modern materials.

## **1.2 Scope of document**

- 1.2.1 This WSI sets out the aims of the excavation, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological excavation* (CIfA 2014a).
- 1.2.2 This document will be submitted to the Senior Historic Environment Officer, archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the excavation.

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

- 1.3.1 The proposed excavation area comprises of an approximately 1 ha portion of an arable field to the north of Easton Lane, some 5 km south of Shepton Mallet. A small watercourse, known as Whitelake, forms the northern boundary of the field, with fields occupied by a solar farm bounding the site to the west, arable fields to the east and Easton Lane to the south (Figure 1).
- 1.3.2 The Site is gently undulating and occupies a height of 68–71 m above Ordnance Datum (aOD).
- 1.3.3 The underlying geology is mapped as Langport Member, Blue Lias Formation and Charmouth Mudstone Formation, likely to be composed of mudstone, siltstone, limestone and sandstone (British Geological Survey 2022). The soils are wet, clayey pelo-stagnogley soils with similar loamy over clayey soils of the 712b (Denchworth) association (Soil Survey of England and Wales 1983).

## **2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

### **2.1 Introduction**

- 2.1.1 The archaeological and historical background was assessed by a search of the Somerset Historic Environment Record on 28 June 2022, which considered the recorded historic environment resource within a 0.5 km study area of the development. A summary of the results is presented below, with relevant entry numbers from the Somerset Historic Environment Record (HER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

### **2.2 Previous investigations related to the development**

#### *Geophysical Survey (2013)*

- 2.2.1 The 2013 survey (Pre-Construct Geophysics 2013) covered the two fields on either side of Easton Lane, the northern field bounded at the north by Whitelake watercourse. In the northern field, it recorded geophysical anomalies indicating a widespread array of rectilinear enclosure ditches, some flanking a track in the centre of the Site, and a small number of sub-circular enclosures, as well as potential pits. Together these suggest settlement activity spread over a relatively large area, their increasing density towards the east of the survey area suggesting this activity continues in that direction. There were also strong readings associated with the former railway line, and traces of recent boundaries, buildings and a





pond were also detected, as were a gas pipeline and zones of high readings probably relating to spreads of modern materials.

- 2.2.2 In the southern field, further potential ditches and pits, although less intensive, were detected. A concentration of anomalies in the field's south-west corner may relate to the known medieval/post-medieval remains at this location.

*Geophysical Survey (2014)*

- 2.2.3 The 2014 survey (Wessex Archaeology 2014) was undertaken in the accessible parts of the field to the north of Whitelake watercourse, beyond the boundary of the current site. Significantly, the dense array of enclosures identified to the south do not seem to continue north of the stream. A circular feature, possibly a 'ring ditch', on the southern edge of a larger area of increased magnetic response, may be the result of disturbance in the soil or underlying geology. Three or four possible ditches identified in the west of the surveyed area may represent former field boundaries.

- 2.2.4 At the east an intermittent 'L'-shaped anomaly may indicate part of a rectilinear enclosure, located to the south of a larger ferrous reading (a modern building used as a paintballing arena currently occupies that part of the Site). Other small anomalies of possible archaeological origin, probably representing pits and post-holes, are spread throughout the surveyed area. The line of the gas main to the west was identified, while further anomalies relate to recent ploughing trends and ceramic drains; the height of the crop during the survey may have affected its results, meaning that anomalies interpreted as trends are in fact archaeological in origin.

*Archaeological Excavations (2014)*

- 2.2.5 Wessex Archaeology carried out a programme of archaeological mitigation on land at Lower Easton Farm, Pylle, Somerset during November and December 2014 (Wessex Archaeology 2015). The development site covered an area of 25 hectares of arable fields off Easton Lane and lays immediately to the west of the current site.

- 2.2.6 The excavation was preceded by two geophysical surveys of the site (see above) which identified a widespread array of rectilinear enclosure ditches, trackways, sub-circular enclosures and discrete features indicative of settlement activity over a relatively large area. The archaeological mitigation aimed to sample the results of the geophysical survey in four separate locations (Areas 1, 2, 3 and 7), whilst an additional three areas acted as a control sample. The most archaeologically rich area lay to the east of the Site boundary and was therefore unaffected by the development.

- 2.2.7 The excavation identified a number of archaeological features which corresponded accurately with anomalies suggested by the geophysical surveys. Late prehistoric pottery associated with a segmented curvilinear ditch was recorded on Area 1, whilst a number of Romano-British ditches and pits were identified in Areas 1, 2 and 7, confirming sustained activity on the Site from the 2nd to the 4th centuries AD. Whilst a number of domestic finds such as pottery, coins and brooches were recovered, no structural evidence was recorded. Collectively, the evidence recorded suggests a Romano-British rural settlement of moderately low status. Post-medieval and modern ditches, and land drains were recorded in Area 1, 2, 3 and 7, but no features were noted in the sample Areas, 4, 5 and 6.

## **2.3 Archaeological and historical context**

- 2.3.1 A number of archaeological sites in the immediate vicinity are recorded in the Somerset Historic Environment Record (HER) and are summarised below.



#### *Prehistoric*

- 2.3.2 These include findspots of Neolithic flints (HER no. 25730) recovered north of Easton Lane, some to the 300 m east of the Site.

#### *Romano-British*

- 2.3.3 The Site lies approximately 500 m to the east of Fosse Way (HER no. 55101), the Romano-British Road which linked Exeter to Lincoln. A suspected Romano-British villa lies just to the south-west of the Site as evidenced by a concentration of high-status Romano-British material and a large amount of building material recovered during fieldwalking south-east of Lower Easton Farm (HER nos 15052/15053)

#### *Medieval and post-medieval*

- 2.3.4 The earthworks of a deserted medieval settlement are located 300 m to the south of the Site at Easton Hill as identified from aerial photographs (HER no. 23515). The site of a shrunken settlement at Lower Easton Farm, to the immediate west of the Site, records the remains of a substantial post-medieval building, although fieldwalking in the area located medieval and post-medieval pottery suggesting an earlier origin (HER nos 15054/12223). The site of a medieval/post-medieval cottage to the south-west of the Site is known from the tithe map, and from fieldwalking which recovered 134 sherds of medieval pottery, as well as later material from this location (HER nos 15055/12225).
- 2.3.5 The line of the former Somerset and Dorset Joint Railway linking Glastonbury and Blandford crosses the Site, to the north of Easton Lane (HER No. 25524).

### **3 AIMS AND OBJECTIVES**

#### **3.1 Aims**

- 3.1.1 The aims (or purpose) of the excavation, as defined in the *CIfA Standard and guidance for archaeological excavation* (CIfA 2014a), are to:
- examine the archaeological resource within a given area or site within a framework of defined research objectives;
  - seek a better understanding of the resource;
  - compile a lasting record of the resource; and
  - analyse and interpret the results of the excavation, and disseminate them.

#### **3.2 Research objectives**

- 3.2.1 Following consideration of the archaeological potential of the site and the regional research framework (SWARF: Grove and Croft 2012), the research objectives of the excavation are to:
- investigate anomalies revealed by geophysical surveys;
  - determine the date, nature and extent of the Romano-British rural settlement activity, and its development from the late prehistoric into the Romano-British period;
  - determine the date, extent and character of landscape organisation, and its development from the late prehistoric into the Romano-British period;
  - assess the potential for the recovery of artefacts to assist in the development of type series within the region.



## 4 FIELDWORK METHODS

### 4.1 Introduction

- 4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2014a, 11).
- 4.1.2 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 Senior Historic Environment Officer and the client prior to being implemented.
- 4.1.3 The excavation will comprise the excavation, investigation and recording of the footprint of the new buildings, hardstanding areas around the periphery of the buildings, site access and attenuation ponds, measuring approximately 1 ha in total. As indicated by the preceding geophysical surveys, the excavation area is situated within a widespread array of rectilinear enclosure ditches, trackways, enclosures and discrete features indicative of settlement activity of Romano-British date (Figure 1).

### 4.2 Setting out of the excavation area

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

### 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.

### 4.4 Excavation methods

- 4.4.1 The excavation area will be excavated using a 360° tracked excavator equipped with a toothless bucket, assisted by dumper trucks. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist and will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the surfaces 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 excavation. The following minimum sampling levels are proposed:
- 50% of all discrete archaeological features (e.g., pits, post holes);
  - 50% of all structural features (e.g., ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
  - 50–100% of features and deposits associated with specific domestic and/or industrial activities (e.g., hearths, ovens, kilns);



- 100% of all inhumation and cremation burials, and other cremation-related deposits; and
- 10–20% of all linear features (e.g., ditches, gullies), including all terminals and feature intersections.

4.4.3 If the sampling levels outlined above are not proportionate to the significance of the archaeological remains identified, the scope of works will be reassessed in consultation with the Senior Historic Environment Officer, with up to 100% of individual features or deposits being excavated as required.

4.4.4 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.

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

4.4.6 Consideration will be given to the use of accredited local metal detector operators, subject to written agreement regarding disclosure, surrender and ownership of finds not falling under the *Treasure Act 1996*.

#### **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 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.

4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record the detail and the general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

#### **4.6 Survey**

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

#### **4.7 Monitoring**

4.7.1 The client will inform the Senior Historic Environment Officer of the start of the excavation and its progress. Reasonable access will be arranged for the Senior Historic Environment Officer to make site visits to inspect and monitor the progress of the excavation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Senior Historic Environment Officer.



#### **4.8 Reinstatement**

- 4.8.1 Following the completion of the excavation to the satisfaction of the client and the Senior Historic Environment Officer, the excavated areas will be left open, with no backfilling or other reinstatement undertaken.

#### **4.9 Finds**

##### *General*

- 4.9.1 Archaeological finds will be collected and retained in accordance with the selection strategy outlined in Appendix 2. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

##### *Human remains*

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice Licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Should human remains require removal, all excavation and post-excavation will be in accordance with Wessex Archaeology protocols, and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.4 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

##### *Treasure*

- 4.9.5 Wessex Archaeology will immediately notify the client and the Senior Historic Environment Officer on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the *Treasure Act* (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

#### **4.10 Environmental sampling**

##### *Introduction*

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).

##### *Site-specific sampling strategy*

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



### *Sampling methods*

- 4.10.3 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.10.4 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Senior Historic Environment Officer as appropriate. Specialist guidance will be provided by a member Wessex Archaeology's ge archaeological and environmental team, with site visits undertaken if required.
- 4.10.5 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

## **5 POST-EXCAVATION METHODS AND REPORTING**

### **5.1 Stratigraphic evidence**

- 5.1.1 Initially, the archive will be consolidated: all written and drawn records from the excavation will be collated, checked for consistency and stratigraphic relationships. Context data will then be entered into a database, which can be updated during any future analyses. A stratigraphic assessment of the context data will be made, this will involve:
- a review of context and stratigraphic groups;
  - preliminary phasing of the site based on recorded stratigraphic relationships, pottery spot-dates and any other relevant information;
  - the identification of any problems with stratigraphic interpretation (due to truncation, redeposition, residuality etc.), and problems with phasing (due to low level of finds etc.);
  - the identification of site drawings to be digitised;
  - the suggestion of possible targets for radiocarbon or other scientific dating; and
  - a quantification of features.

### **5.2 Finds evidence**

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the excavation. The report will include a table of finds by period and/or feature group. Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation





needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.

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

### 5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the environmental remains present and their preservation. Unsorted fine 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 burial deposits, the sample will be wet-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 samples will be processed by standard waterlogged flotation methods.
- 5.3.4 Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.

### 5.4 Reporting

#### *General*

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft post-excavation assessment report will be submitted for approval to the client and the Senior Historic Environment 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;
  - Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the archive might be able to meet the original aims and research objectives of the project;



- Updated Project Design, including summary of recommendations for any further analyses and updated project aims, with proposals for any publication (including a task list scheduling the personnel and resources required for analyses);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

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

#### OASIS

5.4.4 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) 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 (ADS) ArchSearch catalogue.

## 6 ARCHIVE STORAGE AND CURATION

### 6.1 Museum

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

### 6.2 Transfer of title

6.2.1 On completion of the excavation, every effort will be made to persuade the legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

### 6.3 Preparation of archive

#### *Physical archive*

6.3.1 The physical archive, which may include paper records, graphics, artefacts, and ecofacts, will be prepared following the standard conditions for the acceptance of excavated archaeological material by the South West Heritage Trust, and in general following nationally recommended guidelines (Brown 2011; ClfA 2014c; SMA 1995). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

#### *Digital archive*

6.3.2 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata. Full details of the collection, documentation, storage and selection of digital data are included in the project Document Management Plan (DMP), available on request.





## 6.4 Selection strategy

- 6.4.1 It is widely accepted that not all the records and materials (artefacts and ecofacts) collected or created during the course of an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, ie the retained archive should fulfil the requirements of both future researchers and the receiving Museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's internal specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 The project-specific selection strategy is presented here as Appendix 2, which at this stage includes the on-site collection strategy for finds. Further modifications are expected to be made to the selection strategy as the project progresses; specific review points will be at assessment stage, and on project completion prior to final archive preparation.

## 6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

## 7 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results of the evaluation and engage with the local community through social media, press releases, open days and volunteer involvement, while taking into account issues such as health and safety, confidentiality and vandalism.

## 8 COPYRIGHT

### 8.1 Archive and report copyright

- 8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.
- 8.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.



## 8.2 Third party data copyright

8.2.1 This document, the post-excavation assessment report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

## 9 WESSEX ARCHAEOLOGY PROCEDURES

### 9.1 External quality standards

9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice and will normally be members of the CIfA.

### 9.2 Personnel

9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. 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 will be involved in all phases of the investigation through to its completion.

9.2.2 The following key staff are proposed:

- Project Manager Bruce Eaton
- Fieldwork Director TBC

9.2.3 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in the Appendix.

9.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

### 9.3 Internal quality standards

9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.



9.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the 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 own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.

9.3.3 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 who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

#### **9.4 Health and safety**

9.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999*; and all other applicable health and safety legislation.

9.4.2 Wessex Archaeology has a fully compliant health and safety management system that has year on year satisfied the criteria for SSIP certification (Safety Schemes in Procurement). SSIP itself is aligned with PAS91.

9.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.

9.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.

9.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).

#### **9.5 Insurance**

9.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.



## REFERENCES

- ADS 2013. *Caring for Digital Data in Archaeology: a guide to good practice*. Archaeology Data Service & Digital Antiquity Guides to Good Practice.
- British Geological Survey 2022. *Geology of Britain Viewer*  
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (accessed 27/06/2022).
- Brown, D. H. 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (revised edition). Archaeological Archives Forum.
- Chartered Institute for Archaeologists [ClfA] 2014a. *Standard and Guidance for Archaeological Excavation* (revised edition October 2020). Reading: ClfA.
- ClfA 2014b. *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (revised edition October 2020). Reading: ClfA.
- ClfA 2014c. *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (revised edition June 2020). Reading: ClfA.
- ClfA 2014d. *Code of Conduct*. Reading: ClfA.
- ClfA 2014e. *Regulations for Professional Conduct*. Reading: ClfA.
- ClfA 2022. *Toolkit for Selecting Archaeological Archives* <https://www.archaeologists.net/selection-toolkit>.
- ClfA 2022. *Toolkit for Specialist Reporting* <https://www.archaeologists.net/reporting-toolkit>.
- English Heritage 2011. *Environmental Archaeology. A Guide to the Theory, Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd edition). Portsmouth: English Heritage.
- Historic England 2015a. *Management of Research Projects in the Historic Environment: the MoRPHE project managers' guide*. Swindon: Historic England.
- Historic England 2015b. *Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record*. Swindon: Historic England
- McKinley, J. I. 2013. 'Cremation: excavation, analysis and interpretation of material from cremation-related contexts', in Tarlow, S. and Nilsson Stutz, L. (eds) *The Oxford Handbook of the Archaeology of Death and Burial*, 147–71. Oxford: Oxford University Press.
- McKinley, J. I. and Roberts, C. 1993. *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*. Reading: ClfA Technical Paper 13.
- Pre-Construct Geophysics 2013, *Archaeological Geophysical Survey: Proposed Solar Farm Land at Easton Farm Pylle, Shepton Mallet Somerset Ref. 32212*
- SMA 1993. *Selection, Retention and Dispersal of Archaeological Collections*. London: Society of Museum Archaeologists.



- SMA 1995. *Towards an Accessible Archaeological Archive*. London: Society of Museum Archaeologists.
- Soil Survey of England and Wales (SSEW), 1983, *Sheet 5*, South West England. Ordnance Survey, Southampton
- Watkinson, D. and Neal, V. 1998. *First Aid for Finds: practical guide for archaeologists*. United Kingdom Institute for Conservation of Historic & Artistic Works.
- Wessex Archaeology, 2014, *Lower Easton Farm, Pylle, Somerset: detailed gradiometer survey report*. Unpublished client report ref. 104190.01
- Wessex Archaeology, 2015, *Lower Easton Farm, Pylle, Somerset: Post-excavation assessment and Updated Project Design*. Unpublished client report ref. 104190.02



## APPENDICES

### Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA, MSc	Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Kirsten Egging Dinwiddy	BA; MA; MCIfA	Human remains (inhumations)
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Lorraine Mephram	BA; MCIfA	Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman; ceramic building material; clay tobacco pipe; glass of Saxon or later date; small finds
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Richard Payne	BSc; MSc; MPhil	Geoarchaeology
Emma Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA, MSc	Archaeobotanical remains
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood



## Appendix 2 Selection Strategy

260490  
**Lower Easton Farm, Pylle, Somerset**  
 version 1, June 2022

Selection Strategy

**Project Information**

**Project Management**

<b>Project Manager</b>	Bruce Eaton
<b>Archaeological Archive Manager</b>	Lorraine Mepham
<b>Organisation</b>	Wessex Archaeology (WA)

**Stakeholders**

		<b>Date Contacted</b>
<b>Collecting Institution(s)</b>	South West Heritage Trust (SWHT) Archaeology Data Service	
<b>Project Lead / Project Assurance</b>	Lead: TBC Assurance: Bruce Eaton	N/A
<b>Landowner / Developer</b>	Lower Easton Farm Ltd	
<b>Other (external)</b>	Senior Historic Environment Officer, South West Heritage Trust	
<b>Other (internal)</b>	WA Finds Manager (Rachael Seager Smith) WA Environmental Manager (Sander Aerts) WA Geomatics & BIM Manager (Chris Breeden) WA internal finds & environmental specialists (see WSI)	N/A; briefed as part of standard project process

**Resources**

**Resources required**

WA Finds and Environmental specialists; WA archives team

**Context**

This overarching selection strategy document is based on the ClfA Archives Selection Toolkit (2019) and relates to archaeological project work being undertaken by Wessex Archaeology as defined in the WSI.



Relevant standards, policies and guidelines consulted include:

#### General

*Selection, Retention and Dispersal of Archaeological Collections* (Society of Museum Archaeologists, 1993)

*Archaeological archives: a guide to best practice in creation, compilation, transfer and curation* (AAF, revised edition 2011, section 4)

South West Heritage Trust, Historic Environment Service, 2017 (6<sup>th</sup> edition)

#### Relevant research agendas

South West Archaeological Research Framework [SWARF] 2012 *The Archaeology of South West England* Somerset Heritage Services

#### Finds

*Standard Guidance for the collection, documentation, conservation & research of archaeological materials* (CIFA, 2014)

*A Standard for Pottery Studies in Archaeology* (Prehistoric Ceramics Research Group, Study Group for Roman Pottery, Medieval Pottery Research Group 2016)

#### Environmental

*Environmental Archaeology: A Guide to the Theory, Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011)

*Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record* (Historic England 2015)

*Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains* (English Heritage 2008)

*Waterlogged Wood: Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood* (English Heritage 2010)

*Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation* (Historic England 2018)

#### **Research objectives of the project**

Following consideration of the archaeological potential of the site and the regional research framework (SWARF 2012), the research objectives of the excavation are to:

investigate anomalies revealed by geophysical surveys;

determine the date, nature and extent of the Romano-British rural settlement activity, and its development from the late prehistoric into the Romano-British period;

determine the date, extent and character of landscape organisation, and its development from the late prehistoric into the Romano-British period;

assess the potential for the recovery of artefacts to assist in the development of type series within the region.

#### **REVIEW POINTS**

Consultation with all Stakeholders regarding project-specific selection decisions will be undertaken at a maximum of three project review points:

- 1 Data gathering: on site, if any unforeseen discovery necessitates an amendment to the proposed collection strategy, or if adjustments are made to any sampling strategy
- 2 End of data gathering (assessment stage)
- 3 Archive compilation

## **1 – Digital Data**

## Stakeholders

WA Project Manager; WA Archives Manager; WA Geomatics & BIM Manager; SWHT; ADS

## Selection

### Location of Data Management Plan (DMP)

This document is designed to link to the project Data Management Plan (DMP), which can be supplied on request.

To promote long-term future reuse deposition file formats will be of archival standard, open source and accessible in nature following national guidance from ADS 2013, ClfA 2014c and the requirements of the digital repository.

Any sensitive data to be handled according to Wessex Archaeology data policy to ensure it is stored and transferred securely. The identity of individuals will be protected in line with GDPR. If required, data will be anonymised and redacted. Selection and retention of sensitive data for archival purposes will occur in consultation with the client and relevant stakeholders. Confidential data will not be selected for archiving and will be handled as per contractual obligation.

Document type	Selection Strategy	Review Points
Site records	Most records will be completed digitally on site (with the exception of registers). All will be selected for deposition.	3
Reports	To include WSIs, Interim reports, post-excavation assessment reports, publication reports. Final versions only will be selected for deposition.	2, 3
Specialist reports	Specialist reports will generally be incorporated in other documents with only minimal editing (reformatting, etc), and will be selected only if the original differs significantly from the incorporated version.	2, 3
Photographic media (site recording)	Substandard and duplicate images will be eliminated; pre-excavation images may not be selected where duplicated by post-excavation shots; working shots will be very rigorously selected to include only good quality images with potential for reuse and those integral to understanding features, their inter-relationships and location on site; site condition and reinstatement photos will not be selected.	2, 3
Photographic media (objects)	Images of individual or groups of objects, to include those of significance selected for publication and reporting. Substandard and duplicate images will be eliminated; all others will be selected.	3
Photographic media (community engagement and other)	General shots, promotional videos, etc. None will be selected, unless images are generated that are not duplicated in the main site record, but which have	3

activities)	specific archaeological value.	
Survey data	Site survey data will be used to generate CAD/GIS files for use in post-excavation activities. Shapefiles of both the original tidied survey data, and the final phased drawings will be selected.	2, 3
Databases and spreadsheets	Context, finds and environmental data in linked databases. Final versions will be selected. Any specialist data submitted separately will also be selected.	2, 3
Administrative records	Includes invoices, receipts, timesheets, financial information, email correspondence. None will be selected, with the exception of any correspondence relating directly to the archaeology.	3

### De-Selected Digital Data

De-selected data will be stored on WA secured servers on offsite storage locations. The WA IT department has a backup strategy and policies that involves daily, weekly and monthly and annual backups of data as stated in the DMP. This strategy is non-migratory, and original files will be held at WA under their unique project identifier, as long as they remain useful and usable in their final version format. This data may also be used for teaching or reference collections by the museum, or by WA unless otherwise required by contractual or copyright obligations.

### Amendments

Date	Amendment	Rationale	Stakeholders

## 2 – Documents

### Stakeholders

WA Project Manager; WA Archives Manager; SWHT

### Selection

A security copy of all paper/drawn records is a requirement of ClfA guidelines. This will be prepared on completion of the project, in the form of a digital PDF/A file. If the security copy is not required for deposition by Stakeholders, it will be retained on backed-up servers belonging to Wessex Archaeology.

Note that some information may be redacted to comply with GDPR legislation (personal data).

Document type	Selection Strategy	Review Points
Site records	Selected records only will be completed in hard copy	3

	on site (registers, some graphics). All will be selected for deposition and scanned.	
Reports	Hard copies of all reports (SSWSIs, Interim reports, post-excavation assessment reports, publication reports). All will be selected for deposition, with the exception of earlier versions of reports which have been clearly superseded.	2, 3
Specialist reports & data	Specialist reports will generally be incorporated in other documents with no significant editing. Supporting data is more likely to be included in the digital archive, but if supplied in hard copy and not incorporated elsewhere, this will be selected.	2, 3
Photographic media	X-radiographic plates: all will be selected.	3
Secondary sources	Hard copies of secondary sources will not be selected.	3
Working notes	Rough working notes, annotated plans, preliminary versions of matrices etc, will not be selected.	3
Administrative records	Invoices, receipts, timesheets, financial information, hard copy correspondence. None will be selected, with the exception of those which might be required to accompany artefactual material (eg Transfer of Title paperwork, Ministry of Justice exhumation licences).	3

#### De-Selected Documents

De-selected sensitive analogue data will be destroyed (shredded) subject to final checking by the WA Archives team with the remainder recycled. Possible exceptions include records retained for business purposes, including promotional material, teaching and internal WA library copies of reports.

#### Amendments

Date	Amendment	Rationale	Stakeholders

## 3 – Materials

<b>Material type</b>	Artefacts (bulk and registered finds)	<b>Section 3.</b>	3.1
----------------------	---------------------------------------	-------------------	-----

#### Stakeholders

WA Archives Manager; WA Finds Manager; WA internal specialists; external specialists; SWHT; landowner

## Selection

Note that human remains are not included in this selection strategy; their recovery and subsequent treatment and curation will be governed by a Ministry of Justice licence(s).

The on-site finds recovery strategy is given below; it is of necessity fairly generic. It is anticipated that this will be reviewed and updated at the project assessment stage, once all collected finds have been processed and quantified. Amendments may be made prior to that on site in the event of unforeseen discoveries necessitating adjustments to recovery or sampling strategies (eg large concentrations of building debris, production sites etc).

Throughout the following section, 'stratified' is taken to include topsoil deposits, while 'unstratified' indicates anything completely separated from context eg spoilheap finds, or surface finds other than those directly associated with underlying features.

Find Type	Selection Strategy	Review Points
Animal bone	All will normally be collected from stratified contexts. Selection could be recommended at next review point, dependent on stratigraphic integrity, condition and size of assemblage.	2, 3
Burnt (unworked) flint	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Ceramic building material	All CBM from stratified contexts will be collected and reviewed at the processing stage. If <i>in situ</i> structures are encountered, these should be fully recorded on site, but samples of components may be collected for a closer examination of form, fabric and dimensions. Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Ceramic objects	Includes spindlewhorls, loomweights, slingshot, portable kiln furniture, etc. All will be collected, including any unstratified examples.	2, 3
Clay tobacco pipes	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Coins	All will be collected, including unstratified finds.	2, 3
Fired clay	Includes structural material ('daub') as well as briquetage, and undiagnostic fragments. All will be collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Glass, vessel and window	All will normally be collected from stratified contexts. Unstratified post-medieval/modern material will not be collected, unless of intrinsic interest. If large-scale post-medieval/modern bottle dumps are encountered, items will be recorded <i>in situ</i> as far as possible, and a small sample collected. Selection	2, 3

	likely to be recommended at next review point.	
Glass, objects	All will be collected, including unstratified finds	2, 3
Jet, shale, amber	All will be collected. Selection could be recommended at next review point, dependent on condition.	2, 3
Leather and textile	All will be collected, including unstratified finds. Selection could be recommended at next review point, dependent on date and condition.	2, 3
Marine shell	All will normally be collected from stratified contexts. If large-scale dumps are encountered, an appropriate sampling strategy may be employed with the aim of characterising the shell assemblage (species, condition, potential sources, management of oyster beds, etc). Selection likely to be recommended at next review point.	1 (if large quantities encountered), 2, 3
Metalwork	All will be collected from stratified contexts, with the exception of obviously modern (19 <sup>th</sup> -/20 <sup>th</sup> -century) objects found in topsoil/overburden or unstratified. Selection likely to be recommended at next review point.	2, 3
Metalworking residues	All will be normally collected from stratified contexts. Selection likely to be recommended at next review point.	2, 3
Pottery, prehistoric	All will be collected, including unstratified finds.	2, 3
Pottery, all other periods	All will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest will be collected, unless this is the only datable material recovered from the site. Selection could be recommended at next review point.	2, 3
Stone, building	<i>In situ</i> architectural fragments and other building material may be recorded on site rather than collected, and samples taken for geological identification. Other building stone will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest (eg, architectural fragments). Selection likely to be recommended at next review point.	2, 3
Stone, portable objects	All will be collected from stratified contexts. From unstratified contexts, only identifiable objects.	2, 3
Stone, unworked	Unworked stone will only be collected if considered to be archaeologically significant, ie included in features intentionally, or thought to have fulfilled a specific function.	2, 3

Worked bone and antler	Includes finished objects as well as boneworking waste. All will be collected, including unstratified finds.	2, 3
Worked flint	All will be collected.	2, 3
Worked wood	This includes all structural timbers as well as any portable objects (e.g. vessels, implements, etc). Structural timbers found <i>in situ</i> should be recorded stratigraphically but may be sampled for species identification and/or dating without full recovery. All other will be collected, with the exception of unstratified and undiagnostic pieces. Selection could be recommended at next review point.	1 (if <i>in situ</i> finds encountered), 2, 3

#### Uncollected Material

Finds which fall outside the categories proposed for on-site collection will not normally be recorded beyond a general comment on site recording sheets on the presence and nature of large concentrations (eg building materials, modern debris), but if specific sampling strategies are employed to deal with, for example, production waste, then a more accurate guide to the actual size of the parent assemblage (and thus the sample percentage) will be given.

Any uncollected material will be left *in situ* or (if collected and then de-selected), re-incorporated into the site.

#### De-Selected Material

Consideration will be given to the suitability for use for handling or teaching collections by the museum or Wessex Archaeology, or whether they are of particular interest to the local community. De-selected material will either be returned to the landowner or disposed of. All will be adequately recorded to the appropriate level before de-selection.

#### Amendments

Date	Amendment	Rationale	Stakeholders

## 3 – Materials

<b>Material type</b>	Palaeoenvironmental material	<b>Section 3.</b>	3.2
----------------------	------------------------------	-------------------	-----

#### Stakeholders

WA Archives Manager; WA Environmental Officer; WA internal specialists; SWHT; landowner

#### Selection

All contexts suitable for environmental sampling will be considered for sampling. All environmental 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 2015a) and as stated in relevant WSI.

<b>Env Material Type</b>	<b>Selection Strategy</b>	<b>Review Points</b>
Unprocessed samples	In the event of any samples being eliminated from processing due to lack of archaeological significance, these will not be retained.	2, 3
Unsorted residues	Residues from samples not proposed for further analysis will be de-selected, with the possible exception of any taken for the recovery of human remains.	2, 3
Assessed flots with no extracted materials	Assessed flots with no extracted materials are considered to be devoid of any significant environmental evidence and will be de-selected.	2, 3
Assessed or analysed flots with extracted materials	All analysed samples will be selected; assessed flots with extracted materials with no further research potential (to be established on a sample by sample case) may be de-selected.	2, 3
Charred & waterlogged plant remains	All extracted plant remains will be selected	3
Mollusca	All extracted mollusca will be selected	3
All other analysed material (eg insects, pollen)	All material will be selected	3

#### **Uncollected Material**

Any uncollected material will be left *in situ* or re-incorporated into the site.

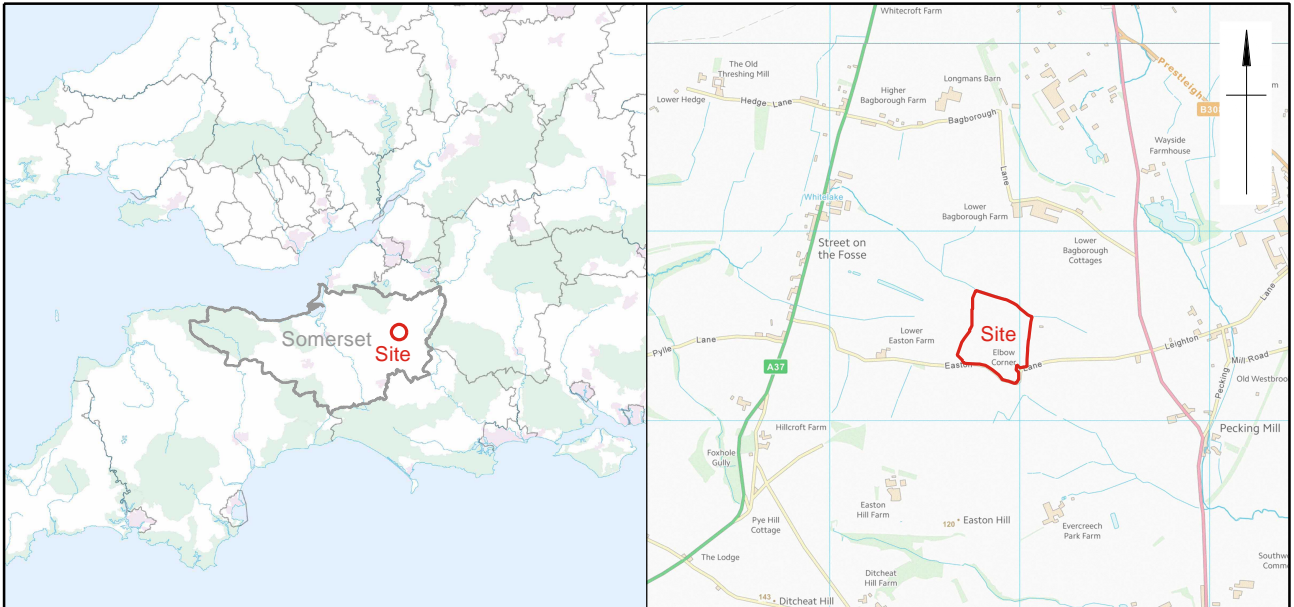
#### **De-Selected Material**

De-selected material from samples will be disposed of after processing and post-excavation recording. All processed material will be adequately recorded to the appropriate level before de-selection.

#### **Amendments**

<b>Date</b>	<b>Amendment</b>	<b>Rationale</b>	<b>Stakeholders</b>





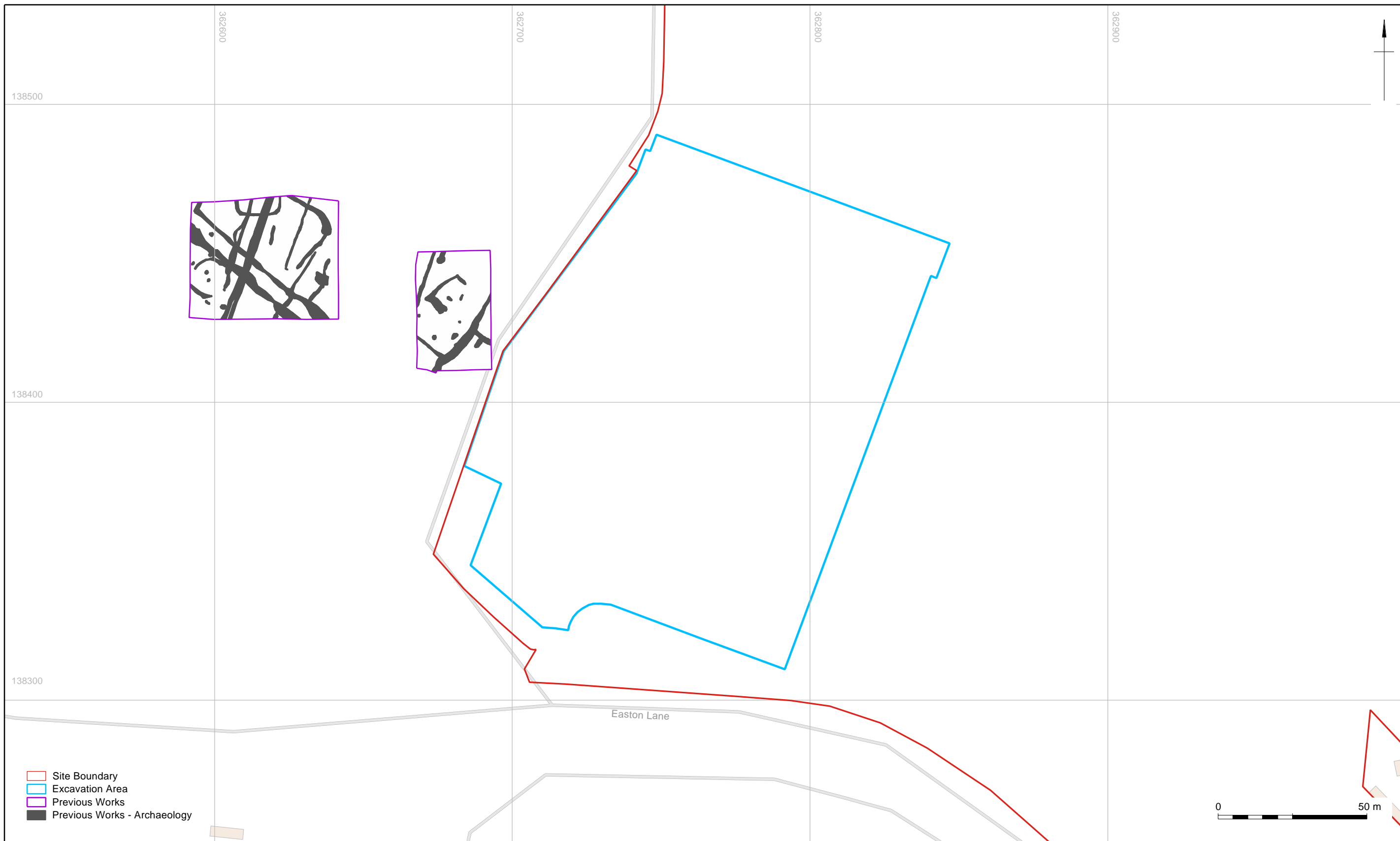
Coordinate system: OSGB36 National Grid  
 Contains Ordnance Survey data © Crown Copyright and database right 2022.  
 Development plan provided by the client.  
 This material is for client report only © Wessex Archaeology. No unauthorised reproduction.



Date:	06/07/2022	Revision number:	0
Scale:	1:2000 at A4	Created by:	OD
Path:	X:\Projects\260490\Geomatics\Setup		

Site location and development plan

Figure 1



- Site Boundary
- Excavation Area
- Previous Works
- Previous Works - Archaeology

Coordinate system: OSGB36 National Grid  
 Contains Ordnance Survey data © Crown Copyright and database right 2022.  
 Geophysical survey greyscale data © Pre-Construct Archaeology.  
 This material is for client report only © Wessex Archaeology. No unauthorised reproduction.

Date:	06/07/2022	Revision number:	0
Scale:	1:1250 at A3	Created by:	OD
Path:	X:\Projects\260490\Geomatics\Setup		



Site location, previous archaeological works and geophysical survey results

Figure 2



- Site Boundary
- Excavation Area
- Landscaping - Cut
- Landscaping - Fill

Coordinate system: OSGB36 National Grid  
 Contains Ordnance Survey data © Crown Copyright and database right 2022.  
 Landscaping plan provided by the client.  
 This material is for client report only © Wessex Archaeology. No unauthorised reproduction.

Date:	06/07/2022	Revision number:	0
Scale:	1:1250 at A3	Created by:	OD
Path:	X:\Projects\260490\Geomatics\Setup		



Proposed cut and fill landscaping

Figure 3



Wessex Archaeology Ltd registered office Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB  
Tel: 01722 326867 Fax: 01722 337562 info@wessexarch.co.uk www.wessexarch.co.uk

