

Land south of Williams Formula 1, Grove

Design Brief for Archaeological Recording Action

1. SUMMARY OF BRIEF:

- 1.1 This Project Brief provides the outline framework for a detailed costed Project Design to MAP2 specifications covering a timetabled programme of archaeological investigation, recording analysis and publication.
- 1.2 An archaeological field evaluation has established the presence of archaeological features across the area of proposed development. The application has been approved with conditions attached that require a programme of archaeological investigation in advance of the development.

2. BACKGROUND:

2.1 Site Location and Description

- 2.1.1 The development site is located to the west of the A338 and south of Williams Formula 1 to the north of Grove (NGR SU40609098). The site lies at approximately 72m OD and it is currently under rough pasture. The geology is sand and gravel overlying mudstone.

2.2 Planning Background

- 2.2.1 Outline planning consent has been granted for the development of the site for up to 160 dwellings (P15/V1722/O). Archaeological evaluation has established that there are archaeological features within the site and conditions have been attached that require a programme of archaeological recording to be undertaken in advance of the development. Condition 17 requires that a written scheme of investigation (WSI) is approved in advance of the development commencing. Condition 18 requires this recording action is undertaken in accordance with the WSI approved under Condition 17. This brief outlines our requirements for the recording action.

2.3 Archaeological Background

- 2.3.1 The applicant has undertaken an archaeological field evaluation of the application area (OA 2015. Land at Williams Holdings, Grove, Oxon, an archaeological evaluation). The earliest features are Middle Bronze Age ditches. Other Middle to Late Iron Age ditches were also revealed. These appear to form part of a wider field system. The majority of dated features are dated to the later Roman British period. The type of features and number of finds suggest that there was either a small settlement or farmstead in the central part of the application area.

3. OBJECTIVES:

- 3.1 This integrated programme of archaeological mitigation work has been required in accordance with the National Planning Policy Framework (2012) and has been secured through a negative condition attached to the planning permission. The archaeological works will be carried out in accordance with a Project Design that

shall provide a comprehensive mitigation strategy and project planning programme to MAP2 standard based on clearly defined research objectives.

3.2 The mitigation strategy will seek to alleviate damage to significant archaeological deposits/features, and the developer will be responsible for ensuring this by:-

a) implementing a full set-piece excavation to deal with all significant remains. If areas of low significance are revealed during the programme these may be dealt with, if agreed by the planning archaeologist, through selective recording action or smaller scale sampling. A watching brief may also be implemented during construction if deemed necessary.

b) and where practical and feasible, or where the status and survival quality of the remains is deemed to be of national importance (using the Secretary of States Non-Statutory Criteria), physical preservation in situ.

4. SPECIFIC REQUIREMENTS:

4.1. Prior to development an area or areas around evaluation trenches 13, 14, 17, 18, 19, 21, 22, 25, 26 and 27 will be stripped of topsoil under archaeological supervision. A phased approach to this for logistical reasons would be acceptable. A plan showing the areas to be stripped will be agreed in advance of the WSI being approved. The area or areas will be cleaned and all features will be recorded on plan. The following sampling percentages are to provide an indication of the level of sampling that will be required through this iterative approach. Any changes to this strategy should be subject to the agreement of County Archaeological Services and the Project Manager of the archaeological contractor undertaking the recording.

4.2. All structural features or those relating to a specialised activity will be subject to a 100% sample.

4.3 All post and stake holes that relate to specialised activities will be subject to a 100% sample. Others will be subject to a 50% sample.

4.4 A 50% sample of all pits will be undertaken.

4.5 Up to 10% or 10 metres, whichever is greater, of all linear features will be sampled.

4.6 If burials and or cremations are revealed Ministry of Justice licence under Section 25 of the Burial Act 1857 will be obtained. All exhumation and post excavation treatment will be carried out in accordance with published guidelines.

4.7 All kilns and hearths etc. will be sampled and excavated.

4.8 All gold or silver artefacts will be reported to the Coroner in line with the Treasure Act 1996.

4.2.1 Research aims should be in line with the Solent-Thames Research Framework and should aim to investigate and inform our understanding of the wider historical landscape.

- 4.3.1 Summary reports of each phase should be submitted in pdf form to the planning archaeologist and the HER in digital form within twelve months of the completion of fieldwork within each phase of extraction.

5. PROJECT METHODOLOGY AND DATA COLLECTION:

- 5.1 All stages of the project shall be carried out in accordance with the procedures laid down in Management of Archaeological Projects 1991 (MAP2).
- 5.2 The project shall be under the control of a named, qualified archaeologist who should preferably be a Member of the Institute of field Archaeologists registered with an appropriate area/s of competence.
- 5.3 The data collection strategy should be part of a structured academic research agenda based on local and national research priorities. Data recovery and recording levels should be clearly defined and should be appropriate to the particular stratified deposits under investigation.
- 5.4 Include an agreed list of specialist consultants who might be required to conserve and/or report on finds and advise, or report on, other aspects of the investigation including environmental sampling and analysis. An agreed allowance should be made for their fees.
- 5.5 Topsoil stripping, under the supervision of an competent archaeologist, shall be taken down to the significant archaeological horizon in level spits. Spoil will be monitored in order to recover artefacts.
- 5.6 Appropriate machinery must be used, with an appropriate bucket e.g. a 360° excavator with a toothless ditching bucket/blade. Choice should be influenced by prevailing site conditions, and the machine must be able to carry out a clean job.
- 5.7 Should any human remains be encountered, they shall only be removed in accordance with the relevant Home Office regulations.

6. MONITORING AND LIAISON ARRANGEMENTS:

- 6.1 Oxfordshire County Archaeological Services Officers, shall monitor progress and standards throughout the project. To facilitate this, the Project Design will include, in addition to a full projected timetable, staffing details etc.

OCAS shall be notified of the official start date at least 2 weeks prior to the commencement of work. A number of site visits will be required and the area of excavation will need to be formally signed off before any development commences.

- 6.2 A charge of £50 will be made for up to two monitoring visits, a charge of £100 for three to five visits and a charge of £150 will be made for more than five visits.

7. POST-EXCAVATION/SITE ARCHIVE REQUIREMENT:

- 7.1 All post excavation/site archive work shall be carried out according to the standards and procedures defined in MoRPHE. The developer shall be responsible for all processing, research, analysis, and investigative/stabilising conservation necessary to prepare the site archive for preservation and storage in a usable, accessible form, and to produce a full report for publication. All conservation shall be carried out to U.K.I.C. Guideline Standards, and the site archive will be prepared according to the procedures specified in "Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums; 1995". The County Museums Service Collections Management section shall be contacted before the site work has begun. A PX Assessment Report shall be sent to County Archaeological Service for verification and comments.

8. ARCHIVE DEPOSITION:

- 8.1 The contracted archaeological organisation will endeavour to ensure that the full integrated site archive including all finds shall be deposited after completion of post-excavation work with the County Museums Service (Oxfordshire Museums) unless another repository is indicated. If, during the course of excavation, items are found that may be potentially defined as 'Treasure' under the Code of Practice for the Treasure Act 1996, the archaeological contractor will be responsible for ensuring that the County Coroner is informed.
- 8.2 Oxfordshire Museums requires that deposited archives from developer-led archaeological work shall be accompanied by funding equivalent to the current English Heritage Box Storage Grant. Archaeological organisations shall therefore include an estimate of the costs of deposition for this project in their tender. The estimated cost will be clearly shown and shall be calculated in accordance with the procedures set out in "Charge for Archaeological Archives Deposited with Oxfordshire Museums" *Oxfordshire Museums* 1995.
- 8.3 In the event of the legal owner(s) resolving to retain all or part of the site archive, they shall be responsible for the future preservation and maintenance of any material element of that archive. That part of the site archive in question, shall be transferred to the legal owner only after; all necessary processing, research, analysis and investigative/stabilising conservation and correct packing necessary to prepare the archive for preservation and in a usable, accessible form, and to produce a full report for publication, has been completed. The owner shall ensure that all necessary provision is made for the long-term preservation of the archive in a satisfactory environment, and that it is accessible for future research. The contracted archaeological organisation will ensure that a proper record of material is kept by the landowner shall be included in the written archive and public record. The explicit (written) permission of the owner shall be obtained for the latter in order that the *Data Protection Act 1984* is not contravened.
- 8.4 A digital copy of the summary report (either in pdf or .doc format) and any digital data generated as a part of the work (such as GIS or CAD files) shall be supplied to the office of the County Archaeological Officer; for verification and assessment by the CAO or his representative; when the report has been agreed a final digital copy will then be supplied to the County Historic Environment Record (HER), along with a selection of digital images showing the main features, at

archaeology@oxfordshire.gov.uk on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months).

- 8.5 GIS (shape) files of the final phased excavated site plan should be provided to the office of the County Archaeological Officer.
- 8.6 The County Museums Service shall be notified in advance, of the expected time limits for deposition of the archive.

9. PUBLICATION AND DISSEMINATION:

- 9.1 Full publication of the results should be guaranteed, and should take place within a reasonable length of time (normally not more than five years after completion of the work). Style and format to be determined by the archaeological organisation, with regard to agreed standards of archaeological publication, and the house style of the appropriate local, regional or national publication.
- 9.2 The report should state the location of the archive and acknowledge the curatorial role played in the project by Oxfordshire County Council Archaeological Services. It should also acknowledge any provision of information from the County Historic Environment Record which is copyright of Oxfordshire County Council. Any secondary reports or articles generated by this project shall similarly acknowledge County Archaeological Services and the HER.
- 9.3 With regard to publication; the level of the report should take into account the scale of the project, the overall importance of the site based on English Heritage characterisation criteria, and its status within local and regional research strategies. It should also be commensurate with the level of results obtained.

10. OXFORDSHIRE COUNTY COUNCIL Environment & Economy

COUNTY MUSEUM AND ARCHIVE STORE

Witney Road, Standlake, Oxon OX8 7QG

Archaeological Curator:	David Moon	-	01865 300557
Conservation Laboratory:		-	01865 300937

COUNTY ARCHAEOLOGICAL SERVICES CONTACTS: Address on our letters DEVELOPMENT CONTROL

Principle Archaeologist: Hugh Coddington

Tel: 01865 810185 Email: hugh.coddington@oxfordshire.gov.uk

Responsible for archaeological planning matters relating to: West Oxfordshire District Council, Vale District Council. Minerals applications; Thames Water plc Countywide.

Planning Archaeologist: Richard Oram

Tel: 01865 328944 Email: Richard.oram@oxfordshire.gov.uk

Responsible for archaeological planning matters relating to: Cherwell and South Oxfordshire District Councils and Countywide highway applications.

*(All other dealings with national and regional bodies/utility Companies are shared between
Hugh Coddington and Richard Oram on a District basis).*

County Historic Environment Record

County Historic Environment Record Officer: Susan Lisk

Tel: 01865 810825 Email: susan.lisk@oxfordshire.gov.uk

Responsible for management, development and appointment-based access to the HER.

Hugh Coddington

Archaeology Team Leader Oxfordshire County Council

25th January 2017